



**United States Bankruptcy Court
District of New Hampshire**

**THE CM/ECF TRAINING MANUAL
FOR
EXTERNAL COURT USERS**

THE CM/ECF TRAINING MANUAL

Table of Contents

Section

- 1** [Introduction](#)
- 2** [Related Orders, Rules and Procedures](#)
- 3** [Technical Considerations](#)
- 4** [Basic Concepts](#)
- 5** [Getting Documents Ready To File](#)
- 6** [How To File A Document](#)
- 7** [Selecting, Adding and Creating Parties](#)
- 8** [How To Open A Case](#)
- 9** [How To File a Proof of Claim](#)
- 10** [Adversary Proceedings](#)
- 11** [Reports and Utilities](#)
- 12** [Help, Etc.](#)
- 13** [Common Errors](#)

Appendices

- 1** [Lists of Filing Events And Notes on Selected Events](#)
 Bankruptcy Events
 Adversary Events
- 2** [Key Word Index of Filing Events](#)
 Bankruptcy Events
 Adversary Events

Local Rule, Administrative Order, and Local Bankruptcy Forms

LBR 5005-4	Electronic Filing
AO 5005-4	Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers in the Case Management/Electronic Case Files (CM/ECF) System
LBF 5005-4A	Declaration Regarding Electronic Filing
LBF 5005-4B	Declaration Regarding Electronic Filing

Revisions

Introduction

The Case Management/Electronic Case Files Initiative (“CM/ECF” or “ECF”) is a project of the federal courts for the development of the next generation of case management software. Case management software enables a clerk’s office to keep track of filed documents and to automate such functions as noticing, setting hearings, managing deadlines and tracking fees. CM/ECF software also permits non-court personnel to file documents electronically without submitting any paper to the Clerk’s Office and in the process create the docket and claims register entries.

The tools used in the CM/ECF system to record and to retrieve information include a browser, Adobe Acrobat and certain common features of Microsoft Windows. The Manual assumes that a user has some basic understanding of this software.

The Manual is not short because it covers more than mere mechanics of filing a document electronically. Most CM/ECF manuals to date say little more than “click here, supply the information requested, go to the next screen and repeat until you are done.” This Manual takes a different approach. It begins earlier in the process by describing the requirements of court orders (Section 2), by providing basic background information on hardware and software (Section 3), by explaining some of the basic concepts underlying the structure of the CM/ECF system (Section 4), and by providing instruction on what to include and not include in a document as it is being prepared (Section 5). It also covers, of course, how to file documents and how to open cases and adversary proceedings (Sections 6, 7, 8, 9, and 10). And it includes an explanation of reports and certain utilities (Section 11), a primer on getting help (Section 12) and a discussion of the most common errors users make when filing documents electronically (Section 13).

The Manual explains not just how to do a task, but at critical junctures, why doing it in the manner described is important. Its length is not a testament to the complexity of filing a document electronically. Filing pleadings electronically is not difficult, and the complexity that exists is due as much to the nature of bankruptcy law practice when done right as it is due to the mechanics of using the software tools. In explaining the importance of preparing and filing documents as prescribed, our immediate goals are to be able: (1) to track particular types of documents, (2) to minimize the time required for uploading and retrieving documents, (3) to maintain from the start of a case, accurate information about the case and the participants and their roles, and (4) to provide detailed and accurate information on dockets and calendars.

The Manual is intended to serve as a ready reference for those who do not use CM/ECF daily and who therefore may need a bit more detail to recall how to file a document correctly. In addition, when a user makes the same mistake over and over, the Manual will be the reference point the Clerk's Office will use in getting that user back on the right track.

What does CM/ECF offer to an attorney? We believe that attorneys who use CM/ECF will save time and money in amounts that more than offset the rather modest costs of hardware, software and Internet connection services. For a few examples, time and money savings can be achieved through (1) not having to come to the courthouse to file documents or to incur postage costs to mail them to the Clerk's Office, (2) not having to cut checks for filing fees, (3) having lower paper and copy costs, (4) being able to file and access documents anywhere there is access to the Internet at almost any time, and (5) receiving e-mails describing activity in any case. It is also arguable that persons who use CM/ECF will develop a competitive advantage by leveraging knowledge of the easy to learn computer technologies used by CM/ECF to attract clients and to obtain needed information to render first class legal services and thereby to avoid malpractice claims.

How to make the best use of this Manual? First, read it, including the Appendices, at one sitting to get a comprehensive view of what it is about. Second, use the Manual while experimenting with the training database and becoming familiar with CM/ECF. Third, ask questions of court personnel at formal training sessions and thereafter if you do not understand something. Fourth, take the time to learn how to use the browser and Adobe Acrobat efficiently. Fifth, develop a sound understanding of the topics in Sections 4 and 5 concerning document preparation. Sixth, pay particular attention to the Appendices. Appendix 1 lists filing Events by Category for bankruptcy cases and then for adversary proceedings. Get a feel for what sort of documents are included in each Category. Review the notes on selected Events, which explain the differences between similar Events and furnish practice tips under the Local Bankruptcy Rules and the Federal Rules of Bankruptcy Procedure. Appendix 2 is a key word index that will help you find the correct filing Event for the document you wish to file.

At the end of the Manual is a page with the heading "Revisions," which will be periodically updated as changes are made to the Manual. This page will show the date of each revision and the page or pages edited or added.

It is our aim in implementing electronic filing to increase accessibility to information and improve efficiency for our "customers" as well as for court personnel. Ultimately, we hope and believe that electronic filing will improve our "product:" the fair and timely resolutions of disputes. In our view, courts are not immune from technological advances. We think that we ignore

opportunities to improve our “product” at our peril. We do not have a monopoly on dispute resolution. At the same time, we recognize that change can be as frustrating and difficult as it is inevitable. And we do not want to fall into the trap of believing that automation automatically improves what we do. Accordingly, we are very interested in your comments. Feel free to write or call the Clerk with your comments, criticisms or suggestions concerning electronic filing. The mailing address, telephone number and e-mail address are:

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275 Chestnut Street, 4th Floor
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Related Orders, Rules and Procedures

This section reviews certain orders, rules and procedures that must be followed in order for CM/ECF to work most efficiently.

Administrative Orders. From time to time the court enters general orders governing the use of the CM/ECF system. Administrative Order (“AO”) 5005-4, entitled “Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers in the Case Management/Electronic (CM/ECF) System,” became effective on April 1, 2002. This order and any amendments to it, as well as other administrative orders, may be viewed on the court’s web site at www.nhb.uscourts.gov.

AO 5005-4 governs such matters as security, how to indicate a signature on a text document, how sworn documents are to be handled and what to do about voluminous exhibits. You should read AO 5005-4 carefully. A few of the more important aspects of those documents are explained below.

Enabling Rules. The Federal Rules of Bankruptcy Procedure and our Local Bankruptcy Rules authorize electronic filing and noticing. Fed. R. Bank. P. 5005(b)(2)(D) authorizes service of certain case documents by electronic means if the party to be served has consented in writing. Service by electronic means is complete on transmission, except where a party learns that attempted service did not reach the person to be served. Our Local Bankruptcy Rule (“LBR”) 5005-4 states:

(a) Acceptance of Electronically Filed Pleadings. The court will accept for filing documents submitted, signed, or verified by electronic means that comply with procedures established by the court for its Case Management/Electronic Case Files system, which is referred to as the “CM/ECF system.”

(b) Waiver of Notice and Service. Registration with the court as a filing user of the CM/ECF system will constitute: (1) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

(c) Service of Documents by Electronic Means. Each filing user of the CM/ECF system who electronically files a pleading or other document must transmit a “Notice of Electronic Filing” to parties entitled to service or notice under the Federal Rules of Bankruptcy Procedure and these local rules. The “Notice of Electronic Filing” must be transmitted by e-mail, hand, facsimile, or first-class mail postage prepaid. Electronic transmission by the court of the “Notice of Electronic Filing” generated by the CM/ECF system will constitute service or notice of the filed document. Parties not deemed to have consented to electronic notice or service are entitled to receive a paper copy of any electronically filed pleading or other document and service or notice must be made according to the Federal Rules of Bankruptcy Procedure and these local rules.

Fed. R. Bank. P. 9036 sets forth the ground rules for giving electronic notice.

Registration and Training. Attorneys interested in obtaining access to CM/ECF should fill out a training registration form that may be obtained on the court’s web site or in the Clerk’s Office. A participant must complete a training course provided by the court and learn the basics using the training database before the Clerk will issue a login and password for the live database. Once an attorney has completed the training course, the attorney may register to use the court’s live and training systems. To do so the attorney must complete two forms, one to obtain a login and password for the training database and one to obtain a login and password for the live database. The Clerk’s Office may provide attorneys with limited technical assistance.

Signatures on Electronically Submitted Documents. AO 5005-4 require participants to safeguard and keep confidential their user name (login) and password in an effort to prevent unauthorized use. The registration form executed by each participant attorney provides that the attorney agrees that use of his or her unique user name and password shall serve as the legal equivalent of that attorney’s signature. In addition, each signature line in any document or pleading filed electronically should indicate the signature in the form of a forward slash, followed by the letter “s,” followed by a forward slash, followed by the name of the person who is signing, such as “/s/ Your Name.”

Service and Proof of Service. AO 5005-4 provides that a person who files a pleading or other document electronically must serve the document on the same persons that he or she would serve if the pleading or document had been filed in a paper form. A certificate of service may, of course, be filed electronically and may be and usually would be a part of the document or pleading being filed. Service on a participant in the ECF System who is an attorney may take the form of the

court's "Notice of Electronic Filing" that states the name of the case in which the pleading or document has been filed, the case number, a description of the type of document (e.g., ABC Corp.'s motion for stay relief), the docket number and the date and time that the document was filed, in lieu of a paper or electronic copy of the filed document.

Attorneys who are participants agree to accept service of documents electronically. A list of these participants will be available on the court's web site. Electronic service consists of an e-mail message from the CM/ECF system that informs the recipient that the document in question has been filed. Under this form of service, a participant served does not receive a paper or even an electronic copy of the document but instead is directed to the ECF web site where the document may be viewed and printed. Parties not represented by attorneys who have appeared in a case and attorneys who are not authorized ECF participants must be served conventionally by paper. Certificates of service attached to electronically filed documents must reflect the method of service used for each entity served.

Pleadings Containing Original Signatures Under Oath. AO 5005-4(h) sets out the procedures to be followed in handling documents signed under oath or penalty of perjury. These documents include, without limitation, voluntary petitions, affidavits, declarations under penalty of perjury, affidavits of non-compliance, verified complaints, Chapter 13 plans, etc. Such pleadings filed electronically in text, as opposed to image, format should be conformed to the original by noting each signature with "/s/ Your Name" (the name of the person signing) on the signature line. All dates and other markings, such as a notary's stamp, added to the executed document must be added to the word processing document (file) so as to conform it to the original before "printing" the conformed word processing document to a PDF file.

Alternatively, a participant can file a such a pleading by scanning the original document and converting the scanned image to a PDF document, either directly in one operation using Adobe Acrobat 5.0 or indirectly by converting the graphic file (which will initially have a graphic format such as TIF) created by scanning into a PDF document.

In either event, the attorney is required by AO 5005-4(h) to file, in paper form, a Declaration Regarding Electronic Filing, which contains the declarant's signature under oath, with the court within five business days of the electronic filing. The Declaration Regarding Electronic Filing should be in the form of Local Bankruptcy Form ("LBF") 5005-5A if the electronic filing contains a petition, schedules, statements, or any amendments thereto. The Declaration Regarding Electronic Filing should be in the form of LBF 5005-4B if the electronic filing is any other document signed under oath, for example, a verified complaint, an affidavit of non-compliance, or a Chapter 13 plan.

Electronic Orders. AO 5005-4(e) provides that “[a]ny order filed electronically without the original signature of a judge shall have the same force and effect as if the judge had affixed the judge’s signature to a paper copy of the order and it had been entered on the docket in a conventional manner.”

Sealed Documents. Pleadings or other documents that should be sealed must not be filed electronically, but the user may file electronically a motion for an order directing that specified pleadings or documents to be filed or already filed with the Clerk in paper form be sealed.

Technical Considerations

This section includes a short primer on the Internet and a discussion of the equipment and software necessary to use ECF.

The Internet. If you have never accessed or “surfed” the Internet, the entire concept of electronic filing may be a little intimidating at first. A basic understanding of the process and the “buzz words” that are often used may help. The term “Internet” refers to the network of networks of computers around the world connected with each other by telephone lines.

Computer networks can connect to each other over the Internet because they have all agreed to use the same protocols. A protocol is a set of rules that governs how computers trade information. The “language” that all the computers on the Internet have agreed to use is called TCP/IP. TCP stands for Transmission Control Protocol and IP stands for Internet Protocol.

Web pages are just computer files. They are called pages because that is what they look like when they are displayed on a computer screen. A collection of pages under the same URL is often referred to as a web site. A site on the Internet is identified and located by its address, called a Uniform Resource Locator or URL. The URL is analogous to an address of a building or to a telephone number. One web page or site may be connected to another by a hyperlink, which in the case of text is usually recognizable by a change in the color of the font and/or by underlining. A hyperlink may also exist in a graphic image or icon. Embedded in such text or image is the URL of another web page or site. When one moves the cursor using the mouse over a hyperlink, the cursor may change to a tiny hand with index finger pointing. Clicking on a hyperlink will cause the browser to connect to that other page or site.

The URL of this court’s live ECF site is <http://ecf.nhb.uscourts.gov>. The URL for this court’s training ECF site is <http://ecf-train.nhb.uscourts.gov>. The URL for our general web site is www.nhb.uscourts.gov.

Necessary Equipment and Software. To file bankruptcy cases and documents electronically, a user must have certain computer hardware and software, as well as access to the Internet. In this part, we list the essential items and discuss certain items in greater detail. The primary out of pocket costs associated with participation in the ECF system are direct in the form of equipment, software and communication services. There are also indirect or soft costs measured in the time that attorneys and employees spend on planning and implementation (including identification of new business

processes and training). Indirect costs can actually be higher than the direct costs, if care is not taken in planning.

Hardware.

1. A personal computer (PC) with a Pentium II chip or better running with 64 MB of RAM or better. We recommend at least 64MB RAM and preferably 128MB. The faster, the better. Slower PC's, beginning with at least a 486DX chip at 66MHZ, will work but so poorly that it would not make economic sense to try. Apple computers and workstations using Linux may also be used. The computer should have adequate hard disk storage; we recommend 10 gigabytes or more.

2. A 56 K. V.90 modem or a direct Internet connection. The faster the Internet connection, the easier ECF is to use. Consequently, we recommend that participants obtain fast access to the Internet using DSL, cable or T-1 lines, if available.

3. A scanner. Documents that are not on a user's computer in the form of word processing files, or are not generated by petition preparation software that converts documents to PDF, must be scanned in order to file them electronically. An example is a power of sale mortgage to secure debt attached to a motion for relief. Scanners range in price from \$50 to tens of thousands of dollars. If a user anticipates imaging many documents, the user may wish to consider a scanner to which a sheet feeder can be attached and which automatically converts documents to PDF format.

4. A printer. Notwithstanding the benefits of electronic filing, we all know that paper will not disappear in the near future. A durable laser printer will initially cost more than an inkjet printer but in the long run will be cheaper because the per page cost of toner is much less than the per page cost of an ink cartridge.

Software. The software needed to access and file documents in ECF is as follows:

1. Operating system - A standard PC may use Windows 95, Windows 98, Windows 2000, or Windows NT 4.x.

2. A word processing application.

3. Adobe Acrobat. The latest version is 5.0. Version 4.0 works fine. The software may be purchased at the Adobe Store on Adobe's web site at www.adobe.com or at most computer stores. The standard installation of Acrobat 5.0 installs a ("print") driver for Acrobat 5 Distiller writer. (Distiller is an Adobe software product that is used to convert a document to PDF format and is particularly useful if the word processing document includes graphics.) The standard installation, however, does not install the Acrobat 5 Writer, which is what one normally would use to convert a plain vanilla word processing document to PDF format. We **strongly** recommend that users installing Acrobat 5.0 use the "Custom" method of installation so as include the Acrobat 5 Writer, which converts files into PDF significantly faster with significantly smaller PDF files than the writer employed by Distiller. Smaller files use less storage space on your computer and can be filed with the court or downloaded to your computer in less time.

4. Netscape Navigator, version 4.7. (Note: we do not recommend Netscape 6.x because of problems encountered with applications using it.) Netscape Communicator, which includes Netscape Navigator, may be downloaded without charge from Netscape's web site at www.netscape.com. Because the program is a very large set of files, however, the process would be very time-consuming for all but the fastest Internet connections. For most users, ordering a CD containing Netscape Communicator through that web site will be more efficient. There is a small charge for this CD. Alternatively, users can use Microsoft's Internet Explorer.

5. Software permitting access to an Internet Service Provider. ISPs are plentiful.

Basic Concepts

Making the most effective use of CM/ECF requires a solid understanding of a few basic ideas about how the software and the system work. The topics covered are:

- Login and Password As a Signature
- PACER
- Events and Categories
- Filing Creates a Docket Entry
- Portable Document Format
- Problems Caused by Lengthy Scanned Documents
- Linking a Document Being Filed to a Previously Filed Document
- Fees
- The Need for Patience When the System is Slow
- Searching for Persons or Entities When Filing in ECF
- Searching an HTML Document, Including a Report Produced by ECF
- Sure Way To File the Right PDF Document in the Right Case
- Organizing Directories and Naming Documents

Login and Password As a Signature. A user's CM/ECF login and password constitute his signature when filing documents electronically. It is the responsibility of the user to guard against unauthorized use of his password and to supervise law firm personnel authorized by the user to use his password. Users who are not attorneys are prohibited from sharing their passwords with others. It is advisable to change passwords periodically, which users can do on-line. Click on Utilities on the banner menu, then on "Maintain Your ECF Account," and then on "More User Information." Click on the password block, clear out the asterisks and type in a new password. Make a note of it, and then click on Return To Account Screen, click the Submit button and then on the next screen, click the Submit button again. Note that use of a user's login and password constitutes a signature for Fed. R. Bankr. P. 9011 purposes.

PACER. A CM/ECF participant must have a PACER account to access reports and documents in the ECF database, in addition to a login and password issued by the court. Each user accessing the court's CM/ECF database from a location other than on a public terminal at the courthouse will be charged a fee of \$.07 per page of each report or document retrieved, whether or not the user prints the report or document. This modest fee is being imposed nationwide by Congressional mandate, is considerably cheaper than existing access to the PACER system and is necessary to help fund the CM/ECF project. It is our belief that in most instances the cost of remote access will be far less than

the cost of viewing documents at the courthouse. There is no charge for filing documents other than the filing fees prescribed by 28 U.S.C. § 1930. A PACER account may be opened on the Internet at <http://pacer.psc.uscourts.gov/>. The public may view documents on terminals located in the Clerk's Office without charge, but the Clerk's Office must charge \$.10 per page for copies made using public terminals in the Clerk's Office. CM/ECF participants electing e-mail notification of docket activity in cases in which they appear receive one free look at each document filed in those cases when accessing the CM/ECF database through hyperlinks in the e-mails.

Events and Categories. In CM/ECF, the term "Event" is used to mean the occurrence of a particular activity in the case, such as the filing of a document or pleading or the occurrence of an activity resulting in a docket entry, such as the setting of a hearing. An Event may also be an activity that changes the database but does not create a docket entry, such as adding an attorney to the list of attorneys who have appeared in a case. A "Category" in CM/ECF is a collection of Events. For example, the Category called "motion" includes the Events of motions and applications. Each type of document within the Category is a separate Event. A motion to avoid lien, a fee application, and a proof of claim are types of Events. More precisely, the filing of such a document is an Event, sometimes referred to as a docket Event, because the item appears on the docket or in the claims register.

Among other things, CM/ECF uses Events (1) to identify particular types of documents or proceedings so that searches can be made by type of Event, (2) to help insure that for certain types of activities, a related activity occurs, such as collecting a filing fee, and (3) to provide standard form docket text when a docket entry is being created.

Filing Creates A Docket Entry. Filing a document electronically in CM/ECF requires the user to respond to various prompts and questions, such as supplying the case number, identifying the type of document being filed and deciding if the document relates to one already filed. Each step in this process constructs a part of the docket entry for that document. An attorney user may enhance the docket text to explain more precisely what the document is actually about. For example, suppose an attorney files an amended objection to a motion for stay relief. CM/ECF will supply for the docket text "Objection to." In this example, the user would add as "pre-text" the word "Amended" selected from a pull-down list and would also add as "free text" following the canned description, the words "Motion for Relief." Free text appears in the docket text in italics. In this example, the docket text would read "Amended Objection to *Motion for Relief*." Participants should always insert the pre-text word "Amended" if the document is an amendment of a previously filed document, except for amended motions, which are separate Events. Participants should also use the free text option if the canned text does not adequately describe what the document contains.

Portable Document Format. CM/ECF accepts only PDF documents, i.e., documents in "Portable Document Format," a format into which documents created by various programs can be

converted using software manufactured by Adobe Systems Incorporated. Each word processing program has a unique method for formatting documents. Hence, a document created with one word processing program may not look the same in, or may not even be accessible, using different word processing software. Putting documents in Adobe's Portable Document Format is one way to avoid this potential tower of Babel. The software needed to convert a word processing document to a document in PDF format is called "Adobe Acrobat." (This feature of Acrobat is referred to as the "PDF writer.") Once Acrobat is installed on a PC, the user can "print" a word processing document to a new but identical document in PDF format, leaving the original word processing document intact. Adobe Acrobat can also convert an image file to PDF format. Documents such as deeds or pictures that do not exist in text form may be scanned to create image files, which in turn may be converted into documents having a PDF format. Using Acrobat, a user can combine a document created using a word processor (a text-based document) with one created by scanning (an image-based document). See "How to Combine PDF Documents" in Section 5. The text portion of such a hybrid is searchable, while the image portion cannot be searched for the appearance of a word or string of characters.

Problems Caused by Lengthy Scanned Documents. When one scans a document to convert it to PDF format, the resulting image or graphic file is much, much larger than a PDF document of equal length created by converting a text file. File size is important in two ways. First, it takes much more time to transfer a copy of a large file from a user's computer to the court's computer (when a document is being filed) or from the court's computer to the user's computer (when a document is being viewed) than it takes to transfer a copy of a text-based file. Second, by definition, a large file requires more storage capacity in the court's and the user's computer system. For these reasons, users should avoid if at all possible filing a large number of imaged pages. AO 5005-4 suggests that filers redact long exhibits that are scanned to include only those pages essential to making the point for which the exhibit is attached. State in the main document that the exhibit has been redacted.

Discovery Materials. Sometimes voluminous discovery materials are filed in connection with motions to compel and motions for protective orders. For the reasons given in the preceding subsection, the court discourages the filing of lengthy scanned documents. In addition to redacting documents before scanning, users should explore whether it would be possible to provide Chambers (and opposing parties) with a courtesy copy of lengthy documents that would otherwise have to be scanned and then to introduce those documents as exhibits at the hearing on the motion to compel or for a protective order.

Linking a Document Being Filed to a Previously Filed Document. Anyone who has surfed the web knows that hyperlinks are the connection points that permit the user to jump from one document to another by clicking on the hyperlink. Hyperlinks are also used in CM/ECF. For example, the document number to the left of a docket entry on the docket sheet is the hyperlink to that document. CM/ECF handles automatically the linking of the document being filed to its docket entry.

There is another type of linking in CM/ECF that is not automatic but is important: linking the document being filed to a previously filed document to which the document being filed is related. In the docketing process, a user will encounter the screen shown below in Figure 4.1, which asks the question: “Does this filing refer to an existing document in this case?”

9 Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Figure 4.1

If the box is checked, indicating an affirmative answer to this question, the user will then be asked to select the Category that contains the related document or documents. See the [Category Selection Screen](#) in Section 6. Then the user selects the related document or documents from a list of documents filed in that case. See the [Select the Applicable Document Screen](#) in Section 6. (The note in Figure 4.1 states that the box should not be checked when filing a response to a motion or a reply to a response to a motion. PLEASE DISREGARD THIS NOTE IN FIGURE 4.1. The user **must** click on the box in order to create the link between the objection, response, or reply and the previously filed document.)

Establishing a link has two effects in the ECF program. First and most importantly, certain reports, such as the Calendar Events Report, can then display the docket text and hyperlinks to the subsequently filed documents, as well as to the initial document. The Calendar Events Report, for example, lets the judge and attorneys view the relevant documents on the calendar at, before or after a hearing. If a filer does not link documents correctly, a report that relies on the existence of correct links will be incomplete. By the same token, indiscriminate linking can have unintended results.

The second effect of linking in ECF is that the document number of each earlier filed document linked to the document being filed will appear as a hyperlink in the docket text of the document being filed. In that way, someone looking at the docket sheet can more easily pinpoint the documents that should be considered together. By the same token, if a user were to establish a link between the document being filed and every previously filed document that even remotely might have some relationship to the document being filed, the docket entry would be all but useless to identify a particular earlier filed document that is immediately and directly related.

How does one decide whether or not to link a document being filed to one or more previously filed documents? The purpose of creating such relationships in the database is to make it easier to find

a subset of documents relevant to the document being filed. The subset might itself be only one document. That purpose suggests the core rules.

1. Link an amendment to a document to the original document being amended; a second amendment that amends the first amendment should be linked only to the original document.

2. Distinguish between (A) primary documents that frame an issue to be decided such as motions and responses to motions or plans and objections to confirmation and (B) supporting documents, such as notices of hearing, briefs, affidavits and certificates of service, that support a primary document. Link a supporting document only to the primary document it supports. A brief may be a primary document, if there is no separately filed response or objection, in which case it should be linked to the motion or plan that it opposes.

3. Do not link for the sake of linking. Have the right reason for linking - to establish an immediate relationship - and keep it simple. In general, link only to the immediately relevant document. The table below gives examples of when linking is and is not appropriate.

Document Being Filed	Link?	Document(s) Previously Filed
Amendment to Any Document	YES	Document Being Amended
Certificate of Service	YES	Document(s) Served
Notice of Hearing on Motion(s)	YES	Motion(s)
Motion to Intervene in a Contested Matter in a Main Bankruptcy Case	YES	Motion Initiating the Contested Matter
Second, Third, Etc. Motion to Extend Time	NO	First, Second, Etc. Motion or Order Granting Prior Motion
Affidavit of Non-Compliance	YES	Stipulation
Brief or Affidavit or Memorandum of Law Supporting Motion(s)	YES	Motion(s)
Stipulation Concerning Motion(s)	YES	Motion(s)
Responses, Objections, Replies, and Consents	YES	Motion(s)
Disclosure Statement	NO	Plan
Objection to Disclosure Statement	YES	Disclosure Statement
Objection to Confirmation of Plan	YES	Plan

Document Being Filed	Link?	Document(s) Previously Filed
Any Document Other Than an Amendment to a Petition	NO	Petition
Any Document Other Than an Amendment to Complaint or an Amended Answer to a Complaint	NO	Complaint
Withdrawal of Document	YES	Document to be Withdrawn

Fees. An attorney user provides the Clerk with credit card information and authorizes the Clerk to charge the attorney's credit card each time the attorney files a document for which the Clerk is required to collect a fee. The collection of fees is an automated process triggered by the use of filing Events for documents for which fees must be collected. In the pull-down list of Events (see [Pick Filing Event\(s\) Screen](#) in Section 6), the word "FEE" appears at the end of the description of each Event, except for petitions, for which a fee will be collected. Where a fee for a particular type of document (such as Schedules) is sometimes due and sometimes not, there are two Events on the pull-down list, one with the word "FEE" and one without the word "FEE."

Events that trigger the collection of fees are listed below.

Cross Appeal (FEE)	Sever Chapter 12 Case (FEE)
Notice of Appeal (FEE)	Sever Chapter 13 Case (FEE)
Compel Abandonment of Property (FEE)	Withdrawal of Reference (FEE)
Convert Case to Chapter 11 (FEE)	Notice of Voluntary Conversion to Chapter 7 (FEE)
Convert Case to Chapter 7 (FEE)	Amended Creditor Matrix (FEE)
Relief from Stay (FEE)	Amended Schedules D,E,F (FEE)
Reopen Chapter 11 Case (FEE)	Open a BK Case
Reopen Chapter 12 Case (FEE)	Complaint & Summons
Reopen Chapter 7/13 Case (FEE)	Open Adversary/MP Case
Sever Chapter 11 Case (FEE)	Reopen Adversary Proceeding (FEE)

TIP: When filing Amendments to Schedules and creditor matrices that add creditors NOT included on a previously filed mailing matrix, the user must include as part of that document, an amended mailing matrix containing ONLY the new creditors being added. Obviously this amended matrix will be part of a PDF document and hence will not be in an ascii format, unlike the initial mailing matrix document.

The Need for Patience When the System is Slow. The speed at which the CM/ECF server will respond to a request by a user's PC to accept and/or transmit data is a function of many factors. One is the time of day that a user logs into CM/ECF. If the Internet is carrying a lot of traffic at the time a user desires to file a document or run a report, say at 2:00 p.m. Eastern Standard time, after the West Coast of the United States has started the business day, Internet use will be slower as a general rule than using the Internet at 9:00 a.m. E.S.T. Speed is also a function of how many persons are trying to conduct business on the CM/ECF servers: the more users logged in, the slower the response time. And, all traffic to and from this court's CM/ECF servers must go over the judiciary's internal data network, which makes judiciary traffic a speed factor. A similar effect could occur on the user's network or on the server of user's Internet Service Provider ("ISP"). Finally, speed is a function of the size of the files that the user seeks to download or upload and the speed of the connection the user has to the Internet. Filing or viewing image-based PDF documents takes much longer than filing or viewing text-based PDF documents.

The process of filing documents or obtaining information from CM/ECF involves a series of transmittals of data between your PC and the court's outside CM/ECF server. When the process slows down because of high traffic somewhere along the transmission route, the perfectly natural reaction is to click on the Submit or Next button several times, like pressing an elevator button when the elevator does not come. If the elevator call button is lighted, it means that the elevator's computer already knows you want service. Pressing it over and over may make us feel like we are doing something useful; yet, it does not make the elevator arrive any sooner and, one hopes, does not delay the arrival of the elevator either.

The opposite is true with CM/ECF or for that matter with any other client/server computer system. The CM/ECF system is designed so that the first click of the Submit or Next button is communicated to the server. That first click starts a request that is put in line for the next available server processing time. Clicking a second time on a Submit or Next button cancels the first request and initiates a new request and hence makes a bad situation worse. Please be sensitive to this issue, and make that first and only click on the Submit or Next button. You may already know that you can look at the bottom of your

browser on the left side to see whether the interactive process between your PC and the CM/ECF server is still in progress. To avoid adding to frustration, however, slow down long enough to make sure that you in fact click on the Submit or Next button the first time.

Searching for Persons or Entities When Filing a Document in ECF. In the course of filing a document, the CM/ECF program requires the user to identify the filing party. This part of the program begins by asking the user to type in a portion of the last name or company name of the party and returns a list of last names and company names that match. To search for a person or other entity by name, type at least the first two letters of an individual's last name or company name in the last name field. A name search in the filing process (unlike using Query at the top of the screen) is case sensitive, which means that if the last name is capitalized, the user must capitalize the first letter of the search criteria. For example, to search for a party named "Johnson," one could type Jo or Joh or John; the result would be a list of entities with a name starting with those letters. A search for "jo," on the other hand, would not find "Johnson."

Searching an HTML Document, Including a Report Produced by ECF. The text portions of pages in a web site displayed in a browser, including reports produced by CM/ECF, can be searched by using the find feature in Netscape. While viewing any web site or CM/ECF report in a browser, hold down the control key and type the letter "f." See Figure 4.2 below. This feature may also be accessed by clicking on Edit in the menu and then on Find in Frame. A box will appear as shown in the figure below in which the user may type a string of letters and then find that string wherever it appears in the report. The same feature is available to search text-based PDF documents. The feature does not work if the PDF document is an image file. The search begins at the point at which the cursor is blinking, so if you begin a search in the middle of a page or document, the find feature will operate from that point to the end of the page or document. Note the ability to change the direction of the search from Up to Down or vice versa.

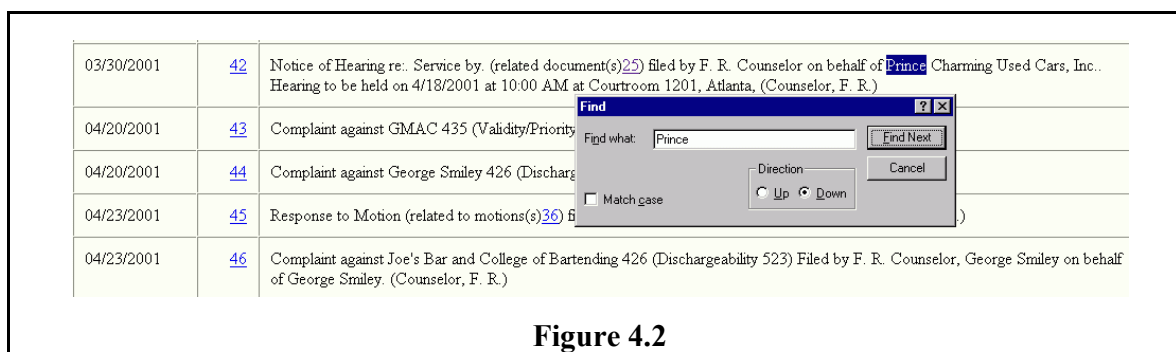


Figure 4.2

Sure Way To File the Right PDF Document in the Right Case. A user who files documents frequently and even one who files much less often faces the problem of filing the right PDF document in the right case. Users occasionally file the wrong document in the right case and file the right

document in the wrong case. Filing in the wrong case can be prevented by making it a habit to look carefully at the name of the debtor displayed on the screen immediately following the one on which the user types in a case number. If the name of the debtor is not the one you expected, click the back button and re-examine the case number.

Making sure that you do not file the wrong document in the right case requires more sophisticated techniques. One technique is to view the file at the point that you locate and select the file on your computer. Once you have browsed your directories or folders to find the file you think is the one you want, put the cursor on the target file and click once to select it. Figure 4.3 below shows the file selection box for the directory that contains the target file, in this case, 1test.pdf, which has been selected by clicking only once on that file.

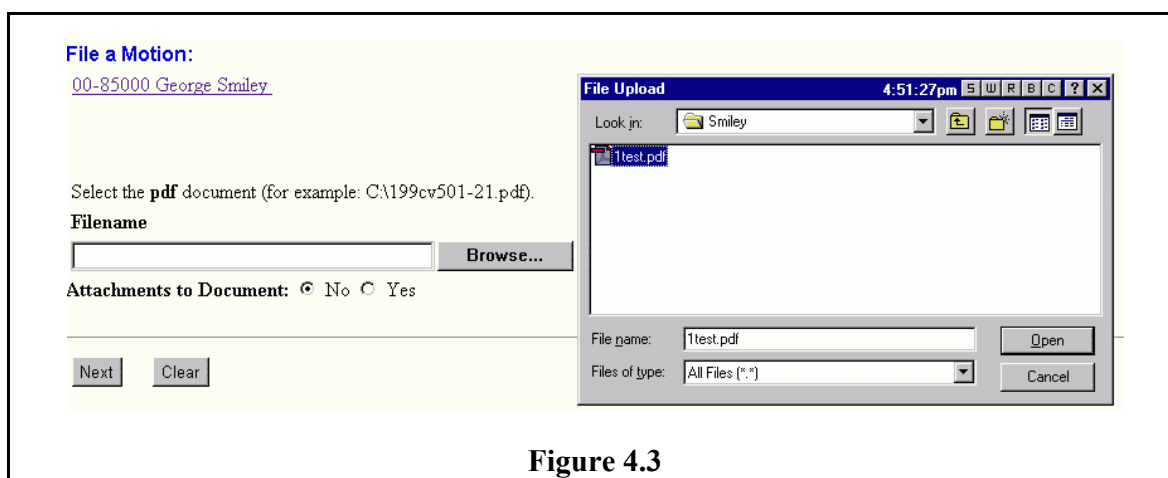
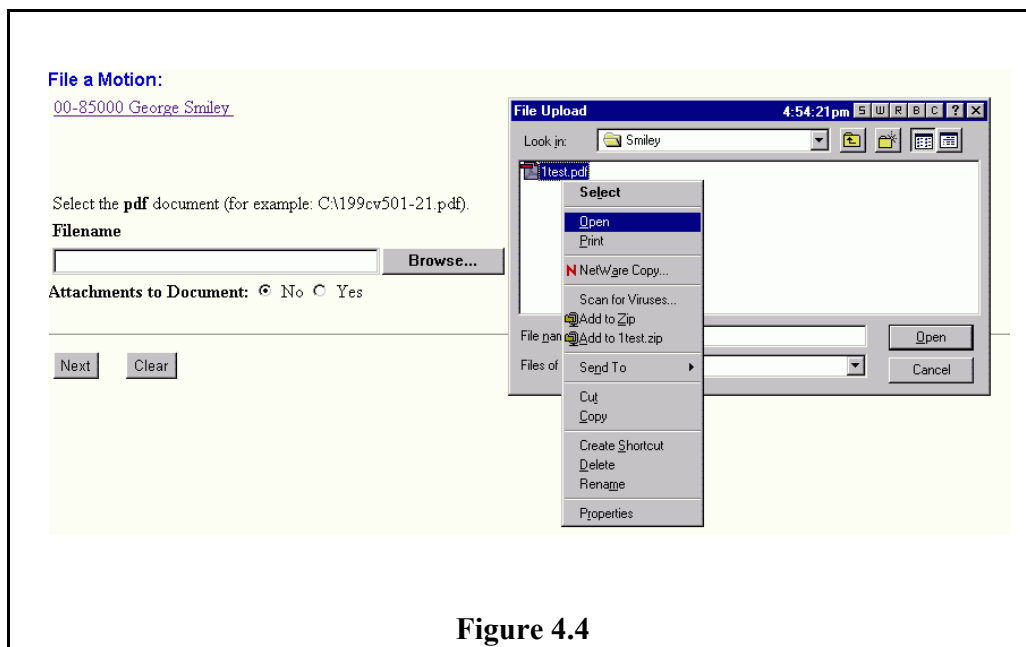


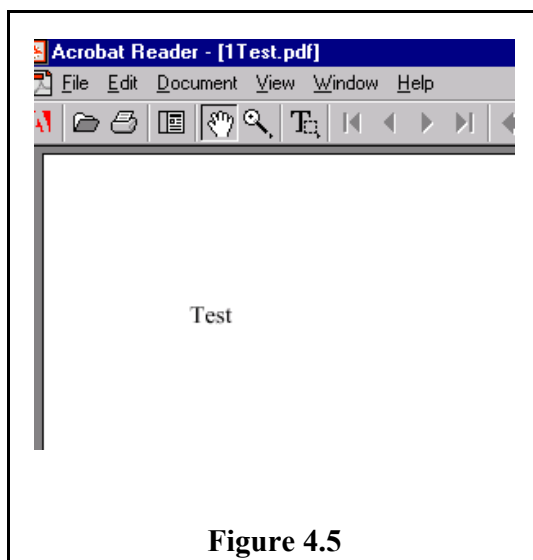
Figure 4.3

TIP: When beginning the browsing process, the field labeled “Files of Type” may default to HTML Files or some other format so that the list of files will not include PDF documents. The PDF documents are still there, however, and can be displayed by clicking on the down arrow on the right side of the “Files of type” box, and a list will drop down from which the user will select “All Files” as shown in Figure 4.4 (or “Acrobat.pdf” if available).

To view the file to be absolutely certain that it is the right one, right click on the selected file. A drop-down menu will appear as shown in Figure 4.4 below.



Click on Open in the drop-down menu to view the file. The Adobe Reader program will display the document, as shown in Figure 4.5. Make certain that the document contains all the pages you intended for it to contain. Sometimes when documents are scanned, pages are missed for various reasons. This is the last chance to be sure the document is correct and complete before the document is irretrievably filed.



To return to the ECF program, exit the Adobe Reader or click the browser task button at the bottom of the screen. (If the Reader opens in your browser window, click the Back button.)

Tip: You control whether Acrobat opens within your browser or as a separate application window outside the browser, which we think is preferable. To find this feature, open Acrobat by clicking on its icon on your desktop or by selecting it from your program menu reached by clicking on the Start button. Either (1) click on the word “Edit” at the top left corner of the screen and then on Preferences and then on General or (2) press Control and k at the same time. A dialog box will appear. Click on the word Options on the left side. Another dialog box will appear. In the list of Web Browser Options on the top of the box, find the one called “Display PDF in Browser.” If the box to the left of those words is checked, click on it to uncheck it, or leave it alone if it is unchecked. Then, exit by clicking on “OK.” Adobe will now open in a separate window.

If the document has been correctly selected, click on the “Open” button toward the bottom and right side of the file selection box as shown in Figure 4.3 above. If the file is not the right one, browse again to locate the correct file. Once you have clicked the Open button (or double clicked on the file you want), you will return to the file selection screen, and the path to the document will be displayed in the box labeled “Filename.” If there are no separate attachments to the document you are filing, continue with the filing either by completing other features, if any, on the screen and by clicking on the Next button.

Organizing Directories and Naming Documents. Locating the right file will be easier if you adopt a routine for naming and storing documents on the computer. For example, you could create a directory or folder called “BK Cases” and within that directory or folder, add a new directory or folder for each case. A case folder could be identified by the Debtor’s name followed by the case number, e.g., Doe John 01-12345 or Tiger Drivers Inc. 02-14321. Within a case folder, you could have still other folders, such as correspondence, memoranda and filed documents. Within the filed documents folder, you could save documents filed in the case, naming them in a way to make it easy to sort them and to identify them. For example, each document filed in CM/ECF is given a docket number. If you file a document, you will see that docket number displayed on the very last screen in the filing process, the Notice of Electronic Filing. If you subscribe to the e-mail notification feature described in Section 11, you can receive an e-mail of docket activity in a case and with it a notification of the document number of any new docket filed, as well as a free look at that document. From Adobe Acrobat, you can save the document and change its name in the process. So, for example, if the fourth document filed in a case is a motion for a Rule 2004 examination, it might be saved as 04 Tiger’s 2004 motion.PDF. (By putting in the 0’s in front of the 4, the contents of the directory can be sorted correctly in numerical

order up to 99 documents. If it is anticipated that a case will have more than 99 but less than 1000 documents, the numbering convention would be NNN.)

When you prepare a document for filing and convert it to a portable document format, save the file in the directory for that case, naming it something like TBF Tiger's 2004 motion (TBF for To Be Filed). Or, save it in a directory called PDF Documents Ready for Upload. Once the document has been filed, rename it with the correct document number and move it, if necessary, to the case directory. A document naming convention and directory structure along these lines will minimize the possibility of filing the wrong document.

Getting Documents Ready To File

Putting a word processing document into the proper format for filing in CM/ECF is no more complicated than printing the document: instead of using the printer attached to your computer, select the Adobe PDF writer (which is installed using the “Custom” method of installation for Adobe Acrobat) as the “printer,” and “print” the document to a file. The only thinking that the process requires is deciding what to name the PDF file and in what directory you want to put it. (The original WP document remains unchanged.) Recall that one of the benefits of putting a document in PDF format is that it will look the same in PDF as it looks in the application used to create it. This section will discuss those aspects of getting a document ready to file electronically that will enable everyone to make the optimum use of the document on-line. The subjects discussed are:

- Formatting a Pleading or Other Paper
- What to Remember in Preparing the Creditor Mailing Matrix
- Combining Different Types of Motions in One Document
- Combining Supporting Documents with the Main Document
- How to Deal with Exhibits
- How to Combine PDF Documents, Whether Text or Image Based
- Enhancing the PDF Document

Formatting a Pleading or Other Paper. When preparing a document in a word processing application, comply with the LBRs concerning format. Every signature line should indicate a signature with the notation “/s/ Your Name” or with an image of the signature. (To learn how to insert the image of a signature, consult the Acrobat Guide, which can be accessed by clicking on Help in Adobe Acrobat; Acrobat comes with the software necessary to add the image of signature.) Date the document. Make sure all blanks in the documents for dates, times, amounts, etc. are filled in, especially if the document was created using a form. For pleadings containing original signatures under oath that are not scanned, type in the information applied to the executed document, such as a date and a notary’s stamp. Remember that AO 5005-4(h) requires that a paper copy of a Declaration Regarding Electronic Filing be filed with the court within five business days of the electronic filing. **PROOFREAD THE DOCUMENT BEFORE YOU CONVERT IT TO PDF.**

What to Remember in Preparing the Creditor Mailing Matrix. It is the debtor’s responsibility to file with the petition the creditor mailing matrix, a list of the names and addresses

of creditors. This is the list used to mail notices to creditors, so it is very important to take care in entering creditor names and addresses. Lack of proper notice may result in no discharge as to a creditor not listed correctly. The rules for properly formatting a creditor mailing matrix are as follows:

- L Do not include the debtor, the attorney for the debtor, or the U.S. Trustee.
- L Names and addresses must be aligned left (flush against the left margin, no leading blanks).
- L Do not include page numbers, headers, footers, etc.
- L The information must be four lines or less per creditor.
- L Each line may contain no more than 40 characters.
- L The creditor's name must be on the first line. Put the last name first because ECF sorts the list alphabetically by the first word on the first line. If petition preparation software is used, the matrix is generated from the information entered when adding creditors to schedules, so that one must remember to type the last name first in adding individuals to the schedules.
- L City and state abbreviation and ZIP code must be on the last line.
- L All states must be two-letter abbreviations.
- L Nine-digit ZIP codes must contain a hyphen separating the two groups of digits.
- L Each creditor's name and address must be separated by at least one blank line.
- L No account numbers should be listed.

ABC Corp.
123 Main Street
Anytown, NH 03101

Holmes, Jr., O. W.
321 First Avenue
Anytown, NH 03101

It is very important to state accurately each creditor's name and address. One of the most common errors attorneys make in preparing schedules, the creditor mailing matrix and even motions is the failure to identify creditors correctly. The names of corporations almost always end in "Inc.," or "Corp." or "Corporation," or in the case of national banks, "N. A." Citibank Financial Corp. is not the same company as Citibank, N. A., and describing the creditor's entire name as "Citibank" is a dead give-away that the debtor's team has not done its homework. "Beneficial" or "Sears" is a part of the name of a corporation, not the entire name. A large corporation will often have many subsidiaries with names similar to that of the parent. Even then there may be problems because a lender may have assigned the note to a second lender, which then requires the borrower to make payments to a servicing

agent. In such a situation, the creditor is the second lender, not the first lender and not the servicing agent (although notifying the servicing agent is a good idea). Getting the right information correct requires work, and it is rarely a legal or ethical excuse to say that the client gave the attorney incomplete or inaccurate information. This court expects attorneys to require clients to provide them with the necessary information to prepare schedules accurately and to get creditors' names and addresses right. Debtors expect the same thing, even if they don't articulate it, since discharge may depend on proper notice. See Section 7 for other information concerning typing names accurately.

Combining Different Types of Papers in One Document. An attorney may occasionally file several motions seeking different or even conflicting relief in the same document. In the paper world, it is also not unusual for an attorney to file a document that is a combination of different types of papers that are quite distinct. The CM/ECF software has no method to decipher PDF documents to determine what they contain. Rather the user must explain to the computer what the PDF document being filed is or contains by selecting the Events that best describe what is in the PDF document.

With the exceptions of motions and supporting documents discussed in the next subsection, a user should, as a general rule, not combine in one document, papers that can stand alone, i.e., that could be filed separately. Hence, with the exceptions described in the following subsection, Events from different Categories should NEVER be combined in the same PDF document.

To make certain that the court is able to track each distinct motion in a document that contains multiple motions, the user must select each motion Event from the pull-down list in the [Pick Filing Event\(s\) Screen](#) (see Section 6) that describes a motion in the PDF document. To select more than one Event or other item from a pull-down list in CM/ECF, hold down the control key and click on each item in the list that you wish to select. The resulting docket text will list each motion Event selected, but the [Final Docket Text Screen](#) (see Section 6) does not permit the user to readily show that motions are made in the alternative, such as a motion to dismiss or in the alternative motion to convert. Nor can the user put the motion Events selected in a particular order to emphasize which motion should be considered first. Events are automatically alphabetized. Do not worry about this; rather, write the document so that it clearly explains what relief is being requested.

Never combine (1) a motion with a response or answer to another document; (2) a plan or disclosure statement with each other or with any other document (except a certificate of service); or (3) a pleading in an adversary proceeding with a motion. These rules apply to any amendment of a previously filed document. It is permissible, however, to file the petition, schedules, summary of schedules, statement of financial affairs, attorney's disclosure statement, and statement of intention in

one document (but not including a Chapter 13 plan), and it is permissible to file in one document, amendments to more than one of these types of documents, all of which are in the “Other” Category.

Combining Supporting Documents with the Main Document. It is also permissible to file a document that is a combination of different types of documents (which might have been filed separately), where one of the sections of the combined document is the primary document, such as a motion, and the other document or documents support the primary document, such as an exhibit or an affidavit, even though the primary paper is in one Category and the supporting papers are in another.

Always file the document using the Event of the main paper. For example, if a user combines in one document, a motion to dismiss and an affidavit, the combined document would be filed using the appropriate motion Event. In the docketing process, the user will encounter the [Final Docket Text Screen](#) discussed in Section 6. In that screen, the user is presented with a “free text” box to add to the standard docket text. Thus, where the user is filing a motion to dismiss and a supporting affidavit, the user would type the words “and Affidavit” in the free text box so that the docket text would read “Motion to Dismiss *and Affidavit*.” In that way, the docket text, which appears on some calendar reports, will alert the judge and other parties that the document contains an affidavit. (We assume that every document has attached to it a certificate of service, which at some point we verify, so that it is not necessary to include a reference to a certificate of service in the free text box. Nor is it necessary to flag exhibits in the free text box.)

Do **NOT** combine and file two or more primary papers from different Categories in the same document. Combining documents from different Categories is permissible only where the added documents support the primary document and would not have a separate life of their own apart from the main document. For example, a user may **not** combine a Chapter 13 plan and the schedules or an amended Chapter 13 plan and amended schedules I and J, because these documents are used for purposes other than to support one or the other. But a user may include an affidavit and a certificate of service with a motion. If the primary paper in a document is a motion, the order in which the various papers should appear is: motion, affidavits, and certificate of service. There should be only one certificate of service that must refer to service of all of the papers in the combined PDF document. Use the [Final Docket Text Screen](#) (see Section 6) to type in the free text box the supporting documents being filed with the main document.

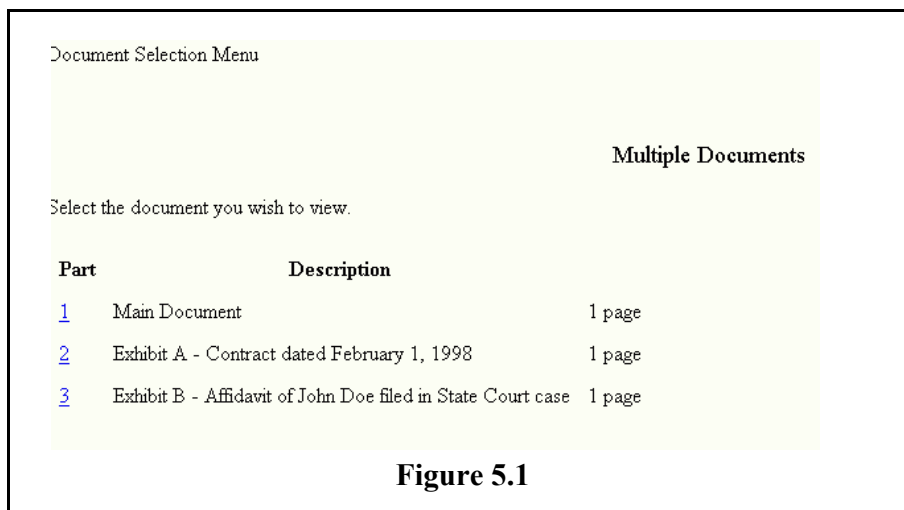
The reason for these rules is to permit court personnel to track important Events. A report cannot be generated on a portion of a document for which no Event was selected in the filing process. The ECF program does not track the words typed in the free text box, so adding free text does not solve the problem. For example, the filing of a “Motion to Dismiss *and Answer to Complaint*” using a motion

Event would enable court personnel to track the motion, but the computer would report that no answer to the complaint had been filed. Similarly, if the document had been filed as an answer (*Answer and Motion to Dismiss*), the computer would record the filing of the answer but would not report that a motion to dismiss had been filed.

How to Deal with Exhibits. There are two ways to file exhibits to an electronically filed document. First, exhibits can be included with the main document. Second, exhibits can be separate PDF documents filed as “attachments” to the main document, all in the same filing process. See [Choose Main PDF File](#) and [Choose Attachment PDF File\(s\) Screens](#) in Section 6.

There are two principal rules in dealing with exhibits, which take into account the tedious nature of accessing attachments and the differences in accessing exhibits that are created using a word processor (text-based documents) and exhibits that are scanned (image-based documents). First, if at all feasible, file exhibits, including those that must be scanned, as part of the main document. Second, redact lengthy exhibits that must be scanned to include only the essential pages needed to make the point for which the exhibits are offered.

The effort required to view attachments to a main document is cumbersome. And the more attachments there are, the more difficult it is for a user to access the entire document, including the exhibits. Here’s why. To view a document with no attachments, a user clicks once on the document number for that document on the Docket Report to open the document and once to return to the Docket Report. To view a document and all of its separate attachments, however, the user must click once to get to a menu like the one shown in Figure 5.1. Then to view each document on the menu, the user must click twice, once to open a document and once to return to the menu. Finally the user must click once again to exit the menu and return to the Docket Report. Hence, if a document includes 5 exhibits as 5 separate Attachments, the user must click not twice to access the document and return to the Docket Report, but 14 times to view and close all the PDF documents and then return to the Docket Report. If the user wants to print the Main Document, and 5 attachments, 12 additional clicks would be required, instead of 2 if the exhibits were a part of the Main Document.



Adding exhibits that are word processing documents to the main document is simple. Merely separate each exhibit from the main document and other exhibits with a page break, identifying each exhibit as an exhibit (e.g., “Exhibit A”) on a separator page or on the top or bottom of the first page of each exhibit.

Adding exhibits that must be scanned is a bit more complicated but not much. Two PDF documents are created. One PDF document is the text-based document originally created using word processing. The other PDF document is created after scanning exhibits that are not in a text format. Then, using Adobe Acrobat, the imaged-based PDF document is inserted into the text-based PDF document at the appropriate place. Detailed instructions on this feature of Acrobat appear in the next subsection.

Include as a scanned exhibit only those pages of the exhibit that the filer, an adverse party or the court would likely deem relevant to the dispute. AO 5005-4(f) provides that when a user redacts an exhibit, that fact should be noted in the document referring to the exhibit. If a set of exhibits consists of numerous similar documents, such as notes or invoices or deeds, the user should include the relevant pages of a sample document and include a text summary of the relevant provisions of the omitted documents, rather than scanning all the exhibits. If another party in interest requests copies of redacted or summarized exhibits, those copies must be promptly provided at the expense of the party that filed the redacted or summarized exhibit.

How to Combine PDF Documents, Whether Text or Image-Based. PDF documents come in two flavors. One is text-based and the other is imaged-based. A text-based document is created in PDF format by “printing” the document to a file instead of a printer, using the PDF writer that comes with Adobe Acrobat. An imaged-based document is created by scanning a document and then converting

the image files into a PDF document, using Adobe Acrobat. A user can search for a word or string of characters in a text-based PDF document but not in an imaged-based PDF document. A PDF document created by scanning is much, much larger than a text based document of equal length, which requires more computer storage space and takes a lot longer to file and to download.

TIP: To reduce the size of scanned PDF documents, set your scanning software to capture 200-300 dpi. Never use color unless color is absolutely essential to make the point. Use black and white unless shading is necessary and in that case use grayscale.

Using Adobe Acrobat, one can insert a PDF document into another PDF document. Applying this feature, a user can insert an imaged PDF document that is to be an exhibit into the main text based PDF document. As indicated elsewhere in this Manual, a user should to the extent possible, include all exhibits with the main document.

To insert one PDF document into another, open the main PDF document in Adobe Acrobat. Determine the number of the page on which the attorney's signature appears, which will usually be just prior to the page on which the certificate of service begins. It is here that an exhibit would be inserted. Page numbers appear at the bottom of the Acrobat Window on the left side. On the Acrobat menu at the top of the page, click on Document and select Insert Pages, as shown in Figure 5.2 below.

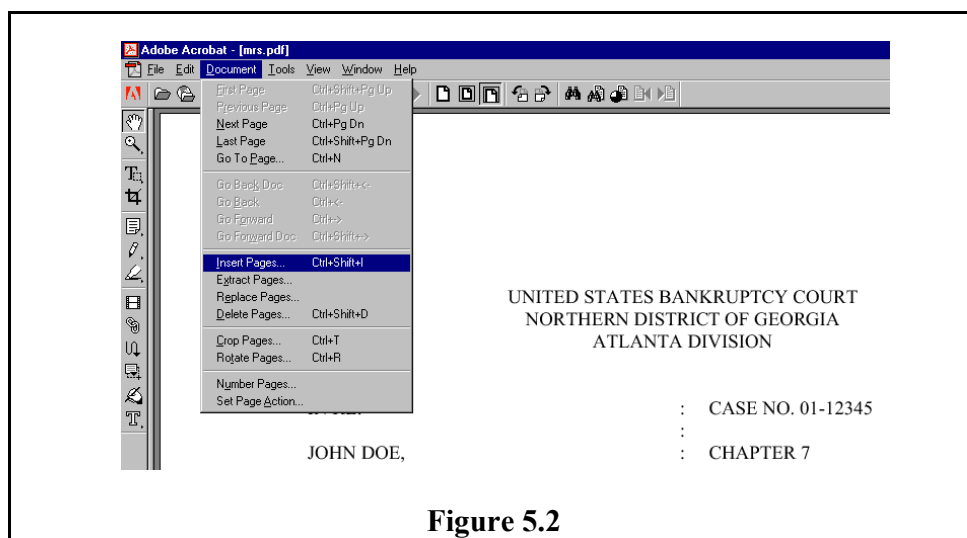


Figure 5.2

The next screen is shown in Figure 5.3. Locate the document to be inserted in the normal fashion for locating a file in Windows, then select the document by clicking on it and then click on Open. This will not actually open the document; the first document will remain visible on the screen.

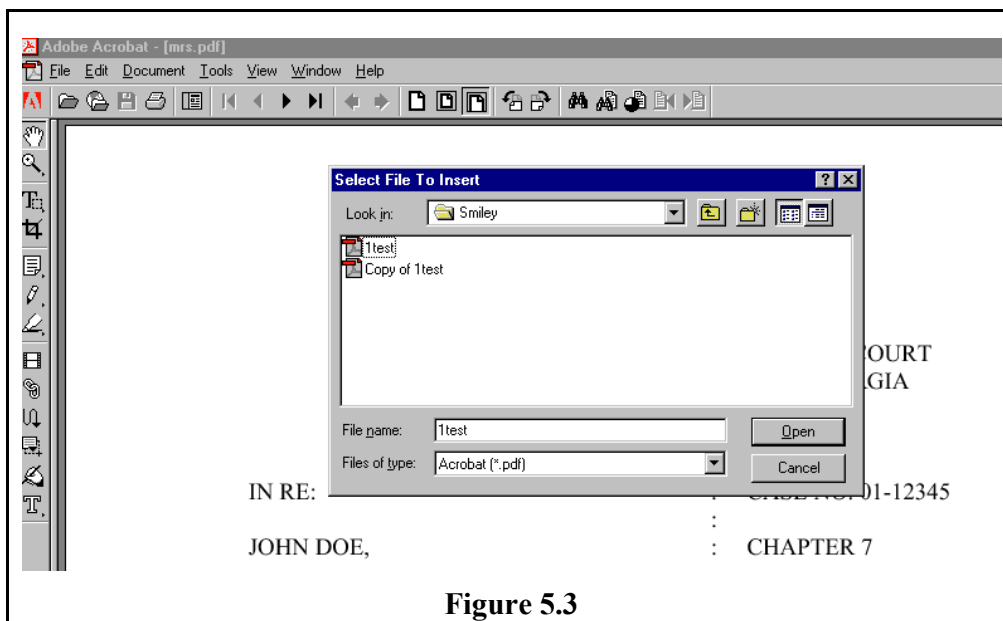


Figure 5.3

But, as shown in the Figure 5.4, a dialog box will open that allows the user to specify where in the visible first document, the document just selected should be inserted. In the Location field, the user should select “before” or “after” from the pull-down menu. The answer to “before” or “after” what is supplied in the next section of the dialog box. The user must indicate the page in the opened visible document before or after which the new document will be inserted. The choices include a specific page number, which the user will know from having inspected the first document, as described above.

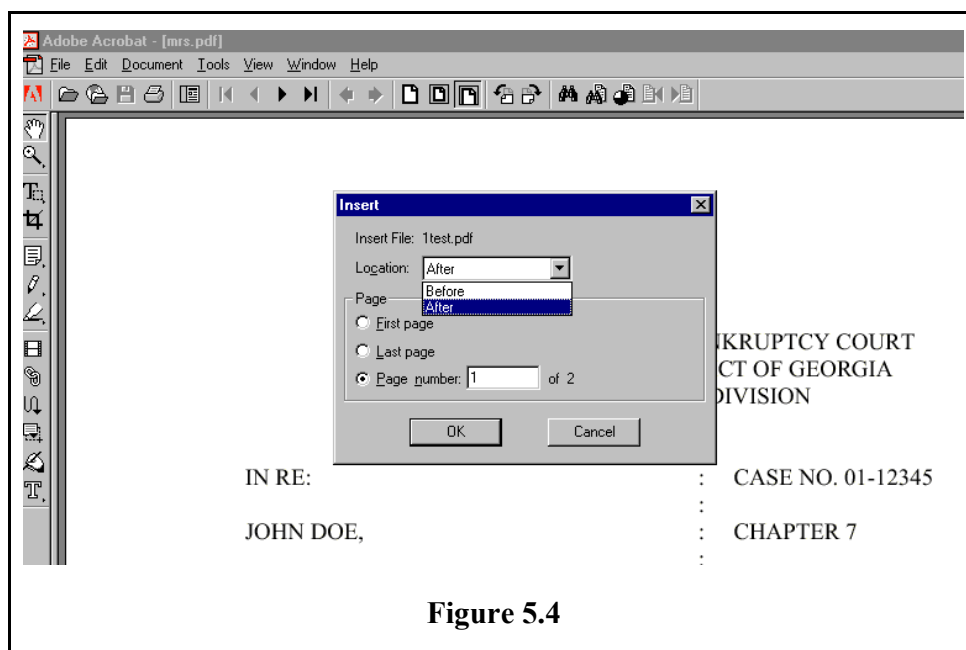


Figure 5.4

Once the page number is specified, click on the OK button to insert the pages. Finally, it is essential that the user then save the newly constructed document by clicking on File on the top menu line of Acrobat and then Save As.

Enhancing the PDF Document. This purely voluntary step describes briefly features in Adobe Acrobat that enable a document preparer to enhance the end user's experience in using the document. Using Adobe Acrobat, a user can bookmark a document at every place that a new section in the document appears. Adobe uses this feature in its help section, as shown in Figure 5.5.

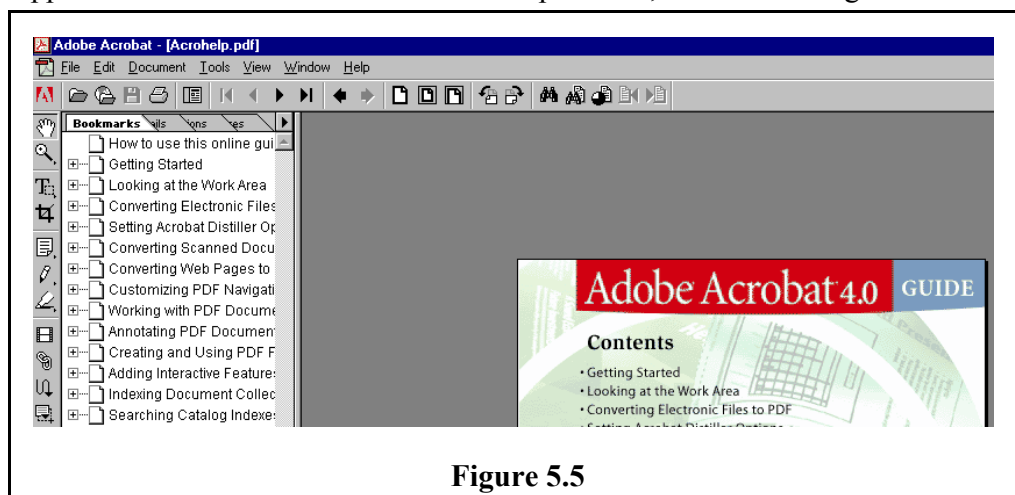


Figure 5.5

The outline on the left side of the screen under "Bookmarks" is hyperlinked to the pages of the document on which the topics shown appear. This makes it very easy, for example, for others, such as a judge, to see an instant and interactive outline of a brief.

A second feature of Adobe Acrobat is its ability to set hyperlinks within the document to other places in the document, such as by hyperlinking a reference to an exhibit to that exhibit contained in the same document or by providing a hyperlink to a web site, such as to one containing reported court decisions. Details about these features appear in the Acrobat Guide that comes as part of Adobe Acrobat. Click on Help in the Acrobat menu.

How To File A Document

The CM/ECF program uses the same or very similar screen displays in gathering information from a user or in providing information to a user in the process of filing a document. Some docketing Events, such as case opening or filing of a fee application, have some unique screen displays, but for the most part, these screens work the same way, regardless of the type of document being filed. Hence, a user familiar with the most frequently encountered screens can navigate the filing process without difficulty. In other parts of this Manual, a reference to a screen in **bold type** is to one of the screen explanations covered in this section. The screens covered here are:

Case Number

Select The Party

Search for a Party

Party Search Results

Party Information

Link Party/Attorney

Pick Filing Event(s)

Choose Main PDF File

Choose Attachment PDF File(s)

Related Document

Category Selection

Select the Applicable Document

Fee App

Hearing Information

Response Due Date

Schedule the Applicable Document

Docket Text Enhancement

Final Warning

Notice of Electronic Filing

To file a document, a user completes one screen after another; i.e., supplies information or is given information to review on a screen and then proceeds to the next screen until the filing process is complete. Some screens are always mandatory: you must supply information requested to proceed. Others may or may not be mandatory depending on the situation.

TIP: When a user backtracks, information supplied on a previous screen display may not be preserved. Hence, it is often necessary to review each screen display carefully when, after reversing direction, a user proceeds forward toward filing a document and to re-input information where necessary.

The first thing to do is to prepare the document or documents. Review, if necessary, Section 5 on Getting Documents Ready to File. Appendix 1 to this Manual consists of notes concerning particular types of documents and certain issues that may or do arise in filing such documents. *Users are expected*

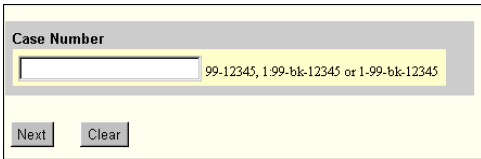
to be familiar with these notes. Do not make the mistake of filing a document covered by one or more of these notes without following the instructions there.

Once the document or documents are ready, select either Bankruptcy or Adversary on the blue banner menu, depending upon the type of case in which the document is to be filed. On the next screen, select the Category and, if applicable, on the following screen, the Subcategory of the type of document being filed. If you are unsure which Category contains the type of document you are filing, consult the Glossary of Events attached as Appendix 1 or the Key Word Index of Events attached as Appendix 2 as an aid. Events listed in Appendix 2 for which there are notes in Appendix 1 are shown in bold type.

Thereafter, complete the screens that are required to file the particular type of document. The screens generally (but not always) appear in the order shown below, but not every screen is encountered for every type of Event or document. Specific instructions appear in **bold**. Navigate from one screen to the next by clicking on the Next, Submit or Search button.

The last screen displayed in the filing process is the “Notice of Electronic Filing.” Once a user has reached this screen and wishes to file another document, the user must select Bankruptcy or Adversary (depending on the type of case) on the blue banner menu. **Do not use the Back button on the browser to attempt a second filing by “backpedaling” from the “Notice of Electronic Filing” screen.**

Case Number Screen - Used to identify the bankruptcy case or adversary proceeding in which the user wishes to file a document. **Type in the number of the bankruptcy case or adversary proceeding in which the document is to be filed.** Always examine the name of the case on the following screen to be sure you typed the number correctly.



The screenshot shows a web form titled "Case Number". It features a text input field with a placeholder text "99-12345, 1-99-blk-12345 or 1-99-blk-12345". Below the input field are two buttons: "Next" and "Clear". The entire form is enclosed in a light yellow border.

Figure 6.1

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Pick Filing Event(s) Screen - Used to designate the generic description of the document or documents being filed. **Pick one or more Events that best describe the document you are filing. To select more than one Event, hold down the control key while clicking on an Event.** For example, one attorney might describe a motion as “motion for authority to borrow money,” while another attorney might called it a “motion to approve credit agreement.” But both motions seek the same basic relief on behalf of a debtor or trustee: permission from the court to incur debt during the bankruptcy case. The motion Event under the Category “motion” that most closely describes these motions is “Motion to Borrow,” which appears in the list of motions as “Borrow.” It does not matter if the motion Event picked is different from the title of the motion being filed. Appendix 1 identifies the Events requiring a fee.

If the user’s title for a document does not seem to fit any of the listed Events, review the Lists of Filing Events and Glossary of Selected Events attached as Appendix 1 and the Key Word Index of Events attached as Appendix 2. Hopefully, you will find an Event that fits the document you wish to file. The Generic Motion Event can be used if there is no other motion Event in the list that covers the relief demanded. Use this Event sparingly and only after consulting the Appendices.

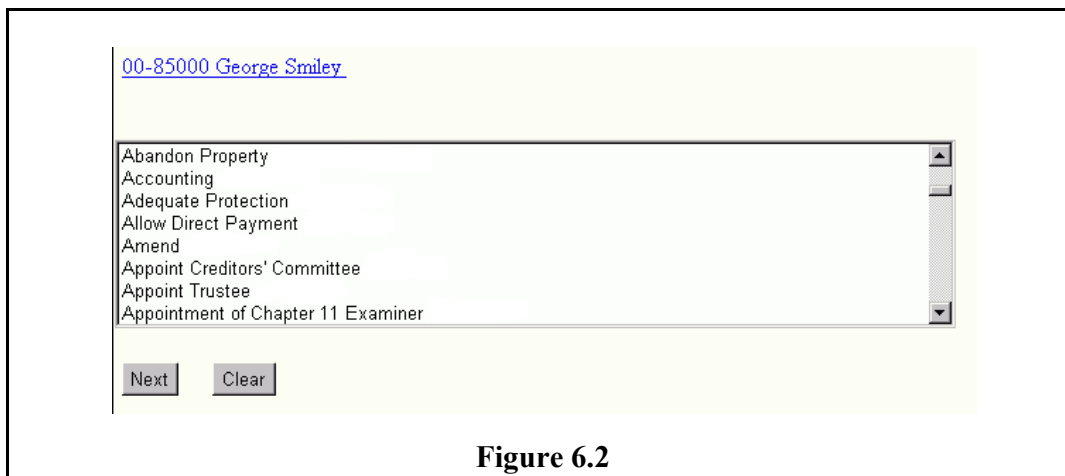


Figure 6.2

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Select The Party Screen - Used to designate the party on whose behalf a document is being filed. Review Section 7 on Selecting, Adding and Creating a Party for detailed instructions on this and the following three screen explanations. **FIRST, DOUBLE CHECK THE DEBTOR'S NAME TO BE SURE YOU HAVE TYPED THE CASE NUMBER CORRECTLY. Find the name of each party filing the document in the list and select the party or parties by clicking on the name(s). If the party's name does not appear, click on Add/Create New Party.**

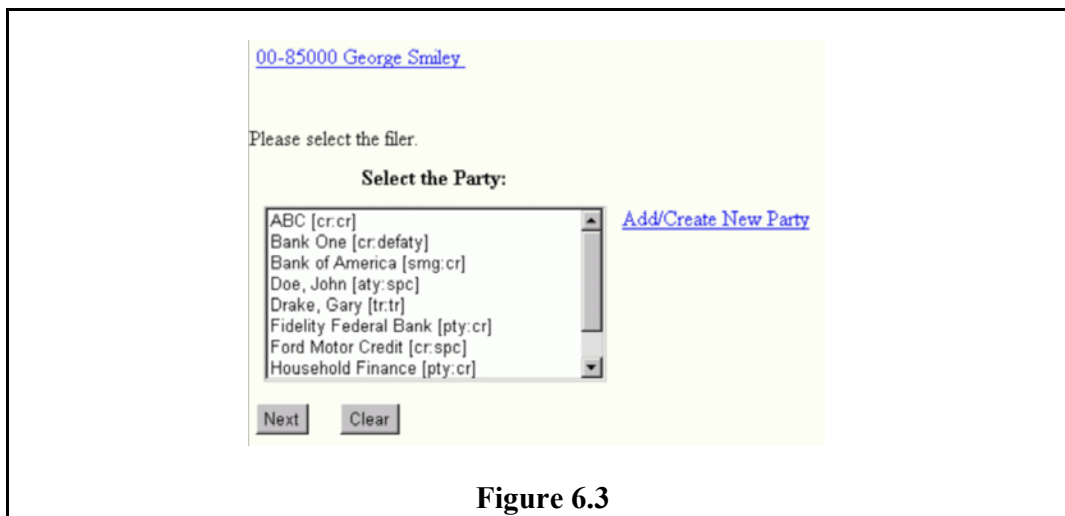
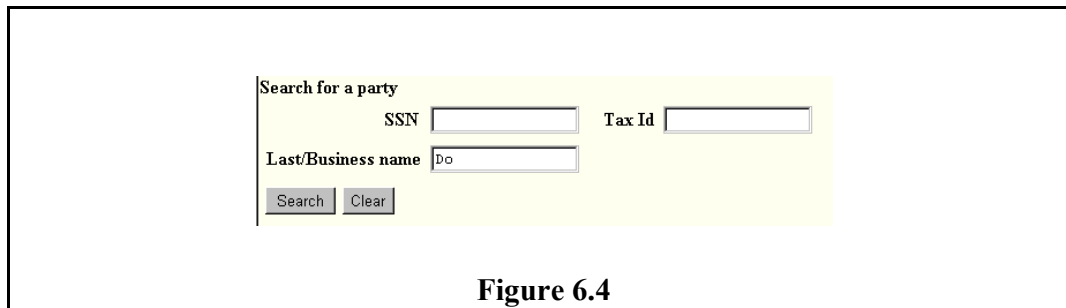


Figure 6.3

*

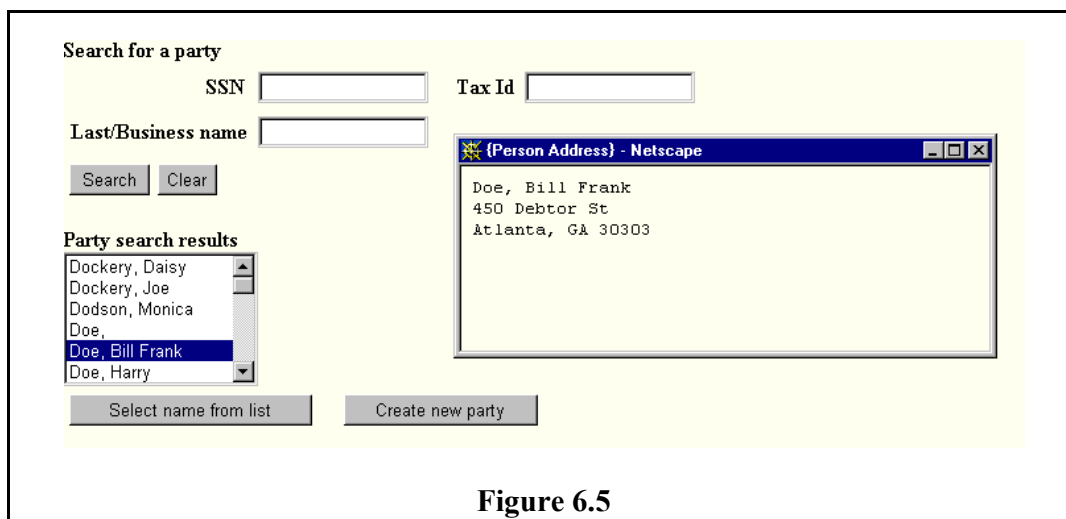
* *

Search for a Party Screen - Used when adding a party that does not appear on the list shown on the screen in Figure 6.3. The user must first search the database to see whether the party has previously appeared in another case or adversary proceeding in this district. If so, the user can use the master record for that party to create a party record for the current case. The search is case sensitive, meaning you must capitalize correctly. Type as many letters as you are sure of to speed up the search and cut down on the number of hits. **Type in the first few letters of the party's name (last name if an individual) and click Search.**



*
* *

Party Search Results Screen - Used to display the results of the search based on the letters or numbers typed in the **Search for a Party Screen** and to select the Party if the Party appears on the List. **For each instance of the party's name on the list, highlight the name by clicking on it; an address may appear in a pop-up box. Go down the list until you find an address, if any, that matches that of the party you want to add. Click on the button labeled "Select Name from List" and then click "Submit."** If the party which you want to add is not on the list (either because the name does not appear at all or because although the name appears, it is a different person or entity), click on **"Create a New Party."** For more detailed instructions, see Section 7.



*
* *

Party Information Screen - Used to display and/or to capture the essential information about a party, including a party's role in the case or adversary proceeding to which the party is about to be added. **Complete and/or edit the information requested by the party information form below in accordance with the instructions in Section 7 of this Manual. If you thought you selected the correct person from the list on the previous screen but find after examining the party information record that it is not the right person or entity, click the Back button in the browser and continue with the "Party Search Results Screen."** Note that the "Alias" and "Review" buttons shown in Figure 6.6 below do not appear when adding or creating a party in a main bankruptcy case, except when opening a case using the conventional method of case opening. The "Attorney" button does not appear at all when opening a main bankruptcy case or filing a document in a main bankruptcy case, but it does appear when opening an adversary proceeding. The name and tax id fields can be accessed only when opening a case or adversary proceeding. If you reach this screen by selecting a person or entity with an existing party information record and you are certain that the party for which you are filing a document and the party described on this screen are the same, you may add or edit any information to make the record for this case more accurate.

The screenshot shows a web form titled "Party Information" with a light yellow background. The form contains the following fields and controls:

- Last name**: Text input field.
- First name**: Text input field.
- Middle name**: Text input field.
- Generation**: Text input field.
- Title**: Text input field.
- SSN**: Text input field with a sample value "222-11-1234".
- Tax ID**: Text input field.
- Office**: Text input field.
- Address 1**: Text input field.
- Address 2**: Text input field.
- Address 3**: Text input field.
- City**: Text input field.
- State**: Dropdown menu.
- Zip**: Text input field.
- County**: Dropdown menu.
- Country**: Text input field.
- Phone**: Text input field.
- Fax**: Text input field.
- E-mail**: Text input field.
- ProSe**: Dropdown menu with "no" selected.
- Role**: Dropdown menu with "Unknown (unk:pty)" selected.
- Party text**: Text input field.

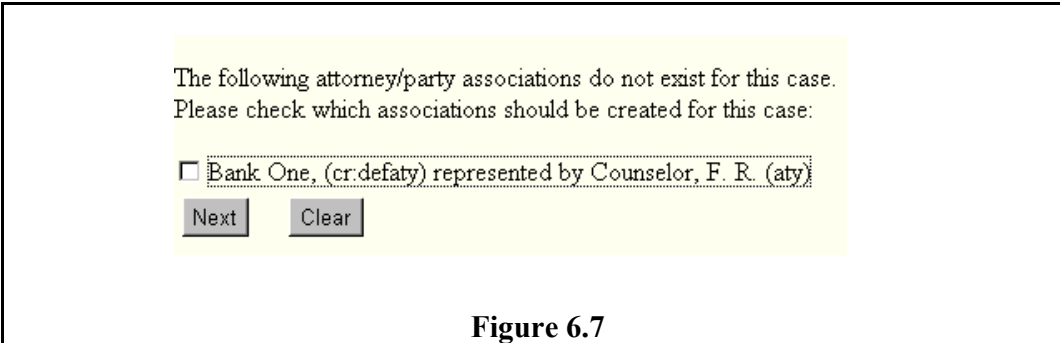
At the bottom of the form, there are three buttons: "Attorney...", "Alias...", and "Review...". To the right of these buttons is a note: "Add all attorneys and aliases before clicking the Submit button." Below the buttons are three more buttons: "Submit", "Cancel", and "Clear".

Figure 6.6

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Link Party/Attorney Screen - Used to indicate that the attorney whose login is being used to file the document represents the party filing the document. **Check the box if the statement to the right of the box is true.**



The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

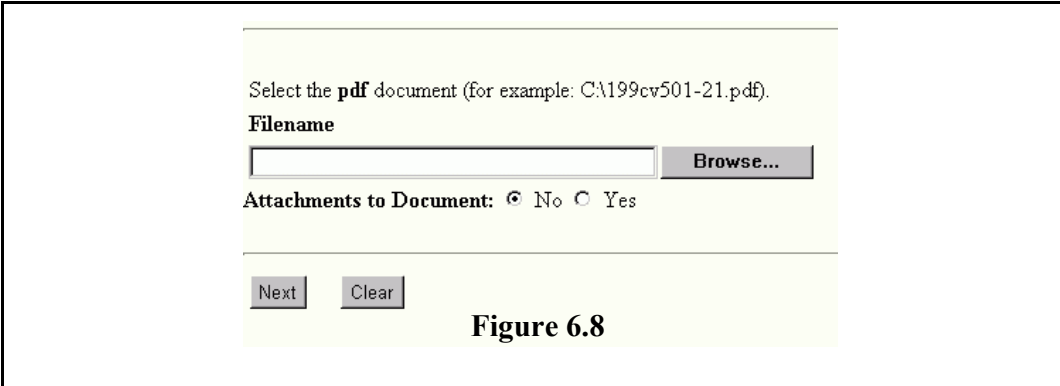
☐ Bank One, (cr: defaty) represented by Counselor, F. R. (aty)

Next Clear

Figure 6.7

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* *

Choose Main PDF File Screen - Used to identify the location of the PDF document to be filed. **Click the browse button shown in Figure 6.8 and navigate to the directory containing the PDF document to be filed and click on it twice, thereby specifying the path to and name of the PDF document.** If there are documents to be attached to the main document, such as exhibits, so indicate by clicking on the radio button adjacent to “Yes.” Review, if necessary, Section 4 on Basic Concepts and in particular the subsection on being sure you file the right PDF document in the right case.



Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Figure 6.8

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Choose Attachment PDF File(s) Screen - Used to specify the path to and name of a PDF document to be filed as an attachment to the main document being filed and to describe the attachment. **From the selection screen shown in Figure 6.9, browse and select the first document to be attached. Then select a general description of the attachment from the list in the box labeled “Type” by clicking on the down arrow. The most common type will be “exhibit.” Next, describe the exhibit in the “Description Box,” such as “A - Contract dated February 1, 1998.”** (Alternatively, you can leave the Type box blank and type in the word “Exhibit” in the Description Box, e.g., “Exhibit A - Contract dated February 1, 1998.”) The text entered in the Type and Description boxes appears in the docket text and, if done correctly, lets a reader know what the attachment is without having to open the document. **Then, click on the button shown in Figure 6.9 labeled “Add to List.” If you do not click on this button, the attachment will not be included in the upload. Repeat this process for each additional attachment.** When all attachments have been added to the list, click on the Next button.

00-85000 George Smiley

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 6.9

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Related Document Screen - Used to connect in the database the document being filed to a previously filed document to which it has an immediate relationship. **Follow the instructions in the subsection on linking a document being filed to a previously filed document in Section 4 of this Manual.**

- 9 Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

Figure 6.10

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Category Selection Screen - Used to select the category or categories of the previously filed document or documents to which the current document is to be related. To select more than one Category, hold down the control key. This screen always follows the **Related Document Screen**. The Category “cmp” is complaint.

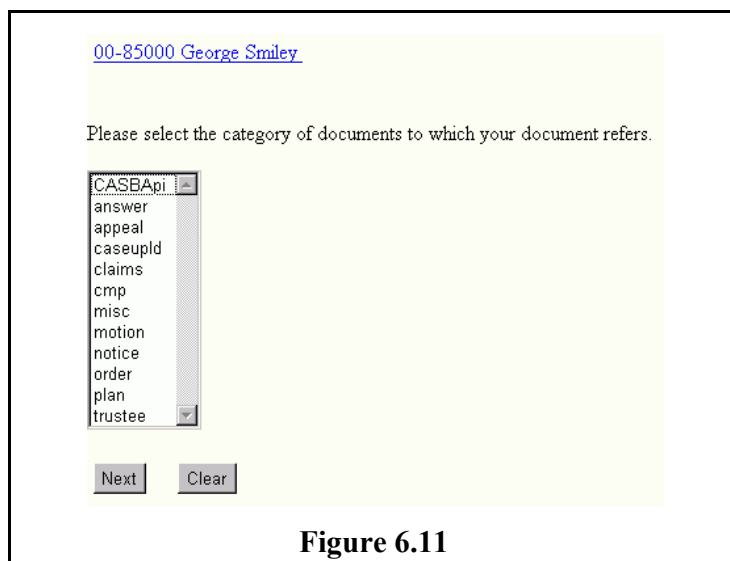
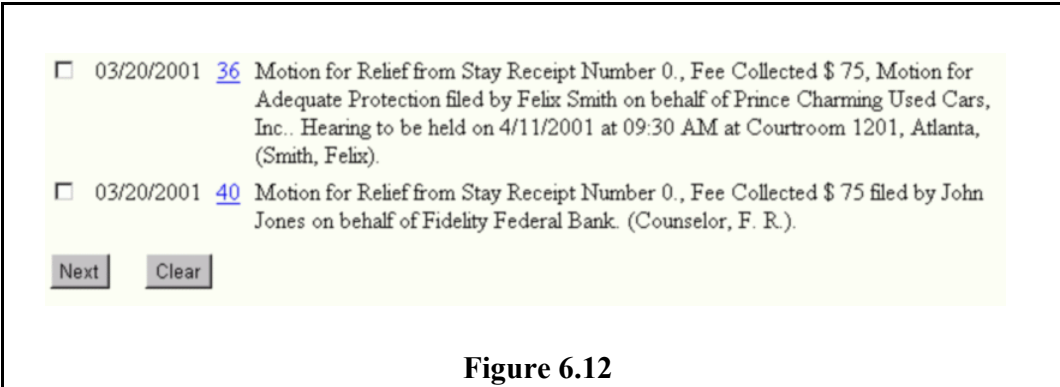


Figure 6.11

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Select the Applicable Document Screen - Used when the document being filed is associated with or being linked to a previously filed document in a particular Category or Categories. **Designate the particular previously filed document or documents to which the current filing is to be related by clicking on the check box to the left of each applicable document.** This screen follows the **Select the Category Screen**, except that when filing a response to a motion or an answer to a complaint, the user will see the **Select the Applicable Document Screen** before seeing the **Related Document Screen**, if the latter appears at all. In filing an answer to a complaint that has been amended, designate the complaint and the amendment.



The screenshot displays a web interface for selecting applicable documents. It features a yellow background with two document entries, each preceded by an unchecked checkbox. The first entry is dated 03/20/2001 and includes a blue hyperlink '36' followed by the text: 'Motion for Relief from Stay Receipt Number 0., Fee Collected \$ 75, Motion for Adequate Protection filed by Felix Smith on behalf of Prince Charming Used Cars, Inc.. Hearing to be held on 4/11/2001 at 09:30 AM at Courtroom 1201, Atlanta, (Smith, Felix)'. The second entry is also dated 03/20/2001 and includes a blue hyperlink '40' followed by the text: 'Motion for Relief from Stay Receipt Number 0., Fee Collected \$ 75 filed by John Jones on behalf of Fidelity Federal Bank. (Counselor, F. R.)'. At the bottom left of the yellow area are two buttons: 'Next' and 'Clear'.

Figure 6.12

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Fee App Screen - Used in filing a fee application to specify the person or entity filing the application, the dates covered by the application and the amounts sought. In filing a document in CM/ECF, the user must indicate the party filing the document. When the document is a fee application, the applicant is the attorney - not the party that the attorney represents. There are two ways that a user filing a fee application can indicate the identity of the applicant so as not to confuse the applicant with the applicant's attorney or with the applicant's client. First, where the applicant is a professional or professional firm that has not previously appeared as a party in the case, the user can create a new party record for the professional or professional firm. Using this method, only the applicant and not the party represented by the applicant would be selected in the **Select the Party Screen**.

The second method is to designate the professional's client as the party during the **Select the Party Screen**. But the user can later indicate who the "Filer" really is, i.e., identify the applicant seeking approval of fees using the **Fee App Screen**.

Regardless of whether one creates a new party record for the applicant or chooses the applicant's client as the party, the choice of "Application for Compensation" as the filing Event will result in the display of the screen shown in Figure 6.13; this is the **Fee App Screen**. To complete this routine, **Check the Filer Box below the Name of the Person or Entity Who Is Applying for the Fees. In the Pull-down Menu to the Right of the Word "Type," Click on the Role of the Applicant.** In the example shown in figure 6.13, the filer/applicant is a person named F. R. Counselor, and the type is trustee's attorney. **Enter the Dates Bracketing the Period During Which the Services Were Rendered, and Enter the Amounts of the Fees and Expenses Sought.**

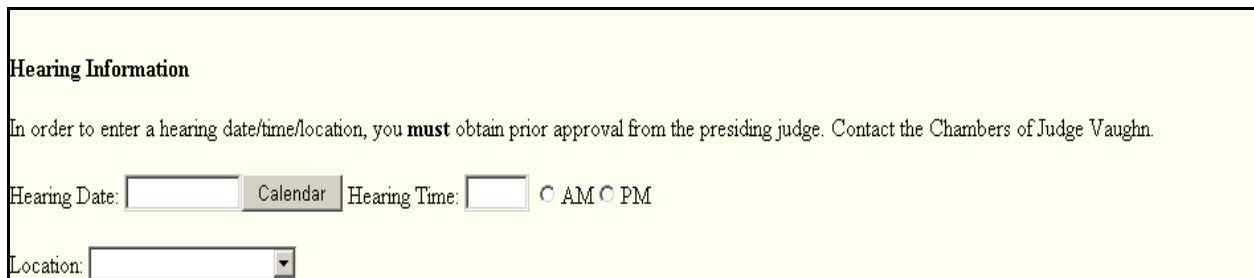
If the applicant is a company, such as a law firm, and if the user did not create a party record for the firm, check as the Filer, the individual lawyer whose login is being used to file the fee application and on the next screen, which is the **Docket Text Enhancement Screen**, type the words "of Firm and" in the free text box, substituting the name of the firm for "Firm." The docket text would then read something like "Application for Compensation of *Jones and Smith and* for F. R. Counselor, Trustee's Attorney" Do not be concerned that the docket text mentions the name of the individual lawyer or that the individual lawyer is not really the applicant or that the syntax is mangled.

Figure 6.13

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Hearing Information Screen - Used to supply the time, date and place of a hearing. **If authorized by the calendar clerk, complete all three fields - Time, Date and Location.**



Hearing Information

In order to enter a hearing date/time/location, you **must** obtain prior approval from the presiding judge. Contact the Chambers of Judge Vaughn.

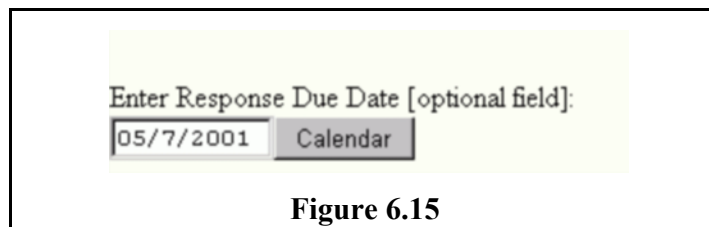
Hearing Date: Hearing Time: ☐ AM ☐ PM

Location:

Figure 6.14

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Response Due Date Screen - Used in some Events to note the date on which a response, objection or answer is due to the document being filed.



Enter Response Due Date [optional field]:

Figure 6.15

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* *

Schedule Hearing For Related Document Screen - Used to set a hearing on a document. Users will encounter this screen when filing a notice of hearing that sets or reschedules a hearing date, time and place. The notice of hearing Event must be used to set a hearing date or to reschedule a hearing already set. The user must already have obtained a hearing date and time from the judge's calendar clerk. Preceding the **Schedule Screen** will be four critical screens that must be properly completed in order to properly set the hearing that is the subject of the notice of hearing being filed. First, the user must check the box in the **Related Document Screen** to indicate that the document being filed (a notice of hearing) relates to a previously filed document (one or more motions). Second, the user must set the new hearing date, time and place using the **Hearing Information Screen**. Third, the user must complete the **Category Selection Screen** and select the Category of motion in order to generate a list of pending motions. Fourth and finally, the user must complete the **Select the Applicable Document Screen** by clicking on the box to the left of each pending motion to which the notice of hearing relates,

that is, for which a hearing date, time and place are to be set or reset. Once these screens have been completed, the user will then encounter the **Schedule Screen** shown below. Review the hearing information at the top of the screen to be sure it is correct. **Uncheck the first box adjacent to the words “Create Schedule Record for Current Docket Entry” and check the box adjacent to each motion for which a hearing is being scheduled.** Then click Next and continue.

The screenshot shows a web-based interface for scheduling a hearing. At the top, it says "File a Notice:" followed by a link "00-85000 George Smiley". Below this, a table lists the hearing details: Type (hrg), Date (4/30/2001), Time (09:30), Location (Courtroom 1201, Atlanta), and Prompt. Below the table, it says "The following schedule records will be associated with the docket entries specified below." Then, it asks to "Select from the following docket entries those which the above schedule records should be associated with." There are two checkboxes: the first is checked and labeled "Create Schedule record for current docket entry."; the second is unchecked and labeled with a long description of a motion for relief from stay. At the bottom, there are "Next" and "Clear" buttons.

Type	hrg
Date	4/30/2001
Time	09:30
Location	Courtroom 1201, Atlanta
Prompt	

Select from the following docket entries those which the above schedule records should be associated with.

☒ Create Schedule record for current docket entry.

☐ Motion for Relief from Stay Receipt Number 0., Fee Collected \$ 75, Motion for Adequate Protection filed by Felix Smith on behalf of Prince Charming Used Cars, Inc.. Hearing to be held on 4/11/2001 at 09:30 AM at Courtroom 1201, Atlanta, (Smith, Felix).

Next Clear

Figure 6.16

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Docket Text Enhancement Screen - Used to add to docket text to identify the document being filed more precisely. Users may choose a word in the pre-text box to the left of the word “Response” in the example below. If the document being filed is an amendment of a previously filed document, **always** use the prefix “Amended.” Users may also type in their own text in the free text box after the generic description of the document supplied by the system. Free text should be used to identify important supporting or related papers in a document, such as “*and Affidavit in Support of Motion.*” Free text appears in Italics in the docket text. **Add pre-text and free text as appropriate.** You can also copy and paste the text from a previous screen.

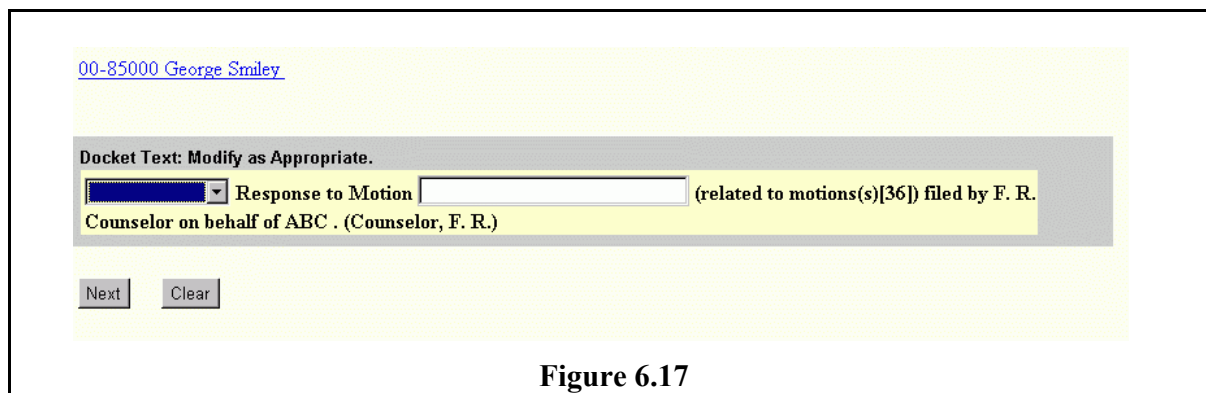


Figure 6.17

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* *

Final Warning Screen - Used to show the user what the docket text will look like and warning the user that if the user clicks on the “Next” button, the document will be irreversibly Filed. **Click on “Next” if the information is accurate.** Once you click on “Next” on the Final Warning screen shown below, you reach the **Notice of Electronic Filing Screen**. From there you can click on the Back button on the browser and you can return to prior screen displays, but that will not change the fact that the filing has already taken place.

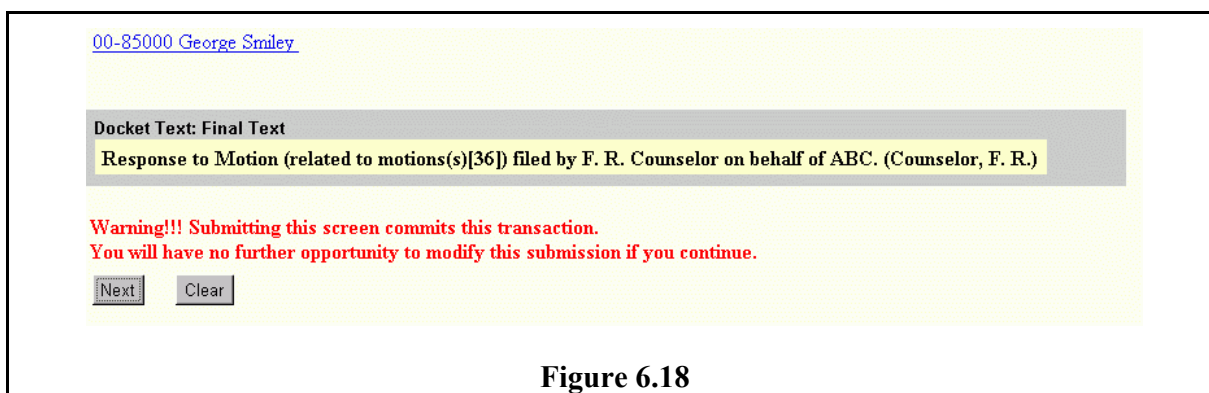


Figure 6.18

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Notice of Electronic Filing Screen - Used to confirm that the document has been filed.

[00-85000 George Smiley](#)

Notice of Electronic Filing

The following transaction was received from Counselor, F. R. on 4/23/2001 at 11:51 AM

Case Name: George Smiley
Case Number: [00-85000](#)
Document Number: [45](#)

Docket Text:
Response to Motion (related to motions(s)[36]) filed by F. R. Counselor on behalf of ABC. (Counselor, F. R.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:H:/Users/MasseyJ/WP/1test.pdf
Electronic document Stamp:
[STAMP GANBStamp_ID=875559624 [Date=4/23/2001] [FileNumber=14647-0] [9a751c8383b36ebc89b62f9d7546d8c0670705f5cf8791f836a6b14814c6d62937a0575e914a7750200c4c4fb91b49c266bf8367370eb6135751f923b3f23060]]

00-85000 Notice will be electronically mailed to:

Figure 6.19

Selecting, Adding and Creating Parties

One of the screens common to filing any document in CM/ECF is identifying the party on whose behalf the document is being filed. (The program knows the attorney doing the filing by virtue of the login and password used to open the session.) If the party is new to the case or adversary proceeding, the process requires the user to fill out a form seeking various items of information about the party.

A preliminary word about how CM/ECF stores and manages information about parties to a case or adversary proceeding. There are two types of data files concerned with parties. The first is the master file, which includes all parties who have appeared in any case or adversary proceeding. The second file is the party file containing information about only those parties that appeared in the specific case or adversary proceeding. When adding a new party to a case, the user is prompted to search the master file to determine if that new party has been a party in another case. If so, using the master file accomplishes two goals. First, the user is presented with a copy of the party information record in the master file without having to retype it but can change whatever needs changing. Second, when running a query for that party, a user will be able to view one list of all cases in which that party made an appearance.

At the [Select the Party Screen](#) (see Figure 6.3), examine the list of names presented carefully. Different individuals or companies may have the same or very similar names. By checking the docket in the case by clicking on the case number hyperlink at the top of the screen or by running a Query on the case from the main blue banner menu and looking at the addresses displayed under the Parties menu pick, you may be able to determine whether the entity or entities you represent have by chance already appeared in the case. If all of the names of the parties filing the document appear on the list, click on each name (hold down the control key if there is more than one) and then click on the Next button.

If one or more parties filing the document do not appear on the list in the screen shown in Figure 6.3, the missing party or parties must be added to this case. This process involves the following three steps.

Step 1 If the name of a party filing the document does not appear on the party list in Figure 6.3, click on the “Add/Create New Party” shown in Figure 6.3, and then complete the [Search for A Party Screen](#) (see Figure 6.4) by following the instructions below. Do not add or create a new party if that party’s name already appears on the list shown in Figure 6.3. When filing for more than one party, you must first add any missing party to the list before selecting the parties; you may not select one party, add a party and then select the second added party.

The [Search for A Party Screen](#) requires searching the master party file to determine if the party to be added is listed in that file. For debtors, search first by social security or tax ID number, and if that does not produce a match, then search by name. For parties other than debtors, the only effective way to search is by name.

To search by name, type the first few letters of a last name or a company name in the field labeled “Last/Business Name.” You must type at least two letters, but the more letters typed, the smaller the resulting list will be. For example, typing “Sm” will retrieve Smith, Smithe, Smithers, etc. Unlike the search engine for locating parties in the Query module, the party search mechanism is **case sensitive** so that **names must be capitalized**. Type “sm” instead of “Sm” and the search result will be: “No person found.”

The subset of parties that have appeared in other cases that fit the search criteria supplied in the [Search for A Party Screen](#) appear on the screen shown in Figure 6.5 (the [Party Search Results Screen](#)). If the name does **not** appear on this list, go to Step 3. If the name does appear on the list, click on the first instance of the name of the party to be added to the case. A pop-up box will appear displaying the address of the person or entity selected. The address is retrieved from the Party Information Screen, which will be the next screen the user will encounter. Unfortunately, different parties with the same name will sometimes show up in such a search; usually this means that there are two different persons with the same name. If the party’s name appears on the list more than once, it is advisable to check every instance of the name and examine each address. It is possible that a party may have appeared more than once in a bankruptcy case or adversary proceeding and that two or more master records may exist for that party. If so, it does not matter which instance of the name is selected from the list. Once the user determines that the party is on the list because the address in the pop-up window is or was the address for that party, select the name by clicking on it and then click on the button labeled “Select name from list.” The **Party Information** screen like the one shown in Figure 6.6 will appear.

If other information in the Party Information record convinces you that you have erred and selected the wrong person or entity, click on the **Back** button on the browser to return to the previous screen, choose another name on the party search results list and repeat the process until either (a) you find a party record for the current filer or (b) you decide that no party record exists for that entity or person. Pay close attention to middle initials and generational information for individuals and to the exact spelling of all names.

If the address information convinces you that you have located a master record for the current filer, you may correct or entirely change the information on the Party Information screen. FOLLOW THE INSTRUCTIONS BELOW IN STEP 3 ON HOW TO COMPLETE THE PARTY INFORMATION RECORD. Then click on the **Submit** button at the bottom of the

screen shown in Figure 6.6. This will add the party to the case list and return you to the screen shown in Figure 6.3 so that you can select the party or repeat the process to add party. Note that having selected a party's master record, you will be not be permitted to alter the party's name or social security or tax ID numbers. If you are certain you have the right party but its name is incomplete or incorrectly spelled, select that party record but immediately notify the Clerk in writing via facsimile that the party's name is misspelled or incomplete in the case and master files.

Step 2 If the entity filing the document is not on the initial party list (Figure 6.3) and not on the list reviewed at Step 1 (Figure 6.5), you must create a new party record. Click on the "Create new party" button shown in Figure 6.5. Complete the [Party Information Screen](#) (see Figure 6.6) by following the instructions below.

1. Name Fields -

- L A party information record may include **one and only one** party; do **NOT** enter the names of two separate companies in the Last Name field.
- L For individuals, complete all of the Name fields, including Generation and Title if that helps to pinpoint who the party is.
- L For entities other than individuals, such as corporations, **use only the Last Name field.**
- L Enter only the legal name of a natural person; do **NOT** include aliases, e.g., "Roe a/ka/ John Doe." An alias for an individual who is either a debtor or a party in an adversary proceeding may be entered by clicking on the Alias button.
- L If an individual does not have a middle name, leave that field blank. Do not enter "NMI" (no middle initial). If a party has multiple names such as Robert **Kramer Johns** Martin, add the extra names in the Middle Name box.
- L Enter only the legal name of a corporation, partnership or other entity that is not a natural person; do **NOT** include other information such as "f/k/a Bank SouthEast." Information to pinpoint a party's merged or separate existence may be included in the Party Text field discussed below.
- L Avoid abbreviations unless it is part of a company name on the petition or pleading. Do not use the ampersand sign (&) for "and" unless it is part of a company name.

- L Make certain that you properly capitalize the names. Do **NOT** use solid caps for a name unless that name is always spelled in solid caps, because as CM/ECF is presently configured, searching on Wo will find World but not WORLD.
- L If a company name includes punctuation, include it here. Single space between each name and between initials (except for “U.S.”). Follow initials with a period. E.g., **J. J. Jones or Smith, Inc.**
- L Enter U.S. and U.S.A. without any spaces, e.g., **U.S.** Department of Agriculture or **U.S.** Trustee
- L When typing names that have upper and lower case letters or hyphens, *do not* insert spaces, e.g., Patricia **DeLaGarza**, Patrick **MacDougal**, Kathleen **O’Brien** or Mary **Smith-Baker**.

2. SSN and Tax ID Fields - Complete these fields when adding a debtor (always at case opening). For all other parties, leave these fields blank.

3. Address Fields - Complete the address fields. The Office field can usually be left blank but may be used to identify an office location, such as Northlake Branch, or division, such as Power Tools Division. The three Address lines should give either a post office address or a street address, but not both because a mailing can only go to one or the other of the addresses. You may use the Office and first Address lines to indicate the mailing is “c/o”, meaning “in care of,” a different entity before entering that entity’s address. These lines may also be used to indicate that the name of a person to whose attention this matter should be directed. Enter the city, state, ZIP or other mail code and country if other than the United States. ZIP codes can be determined on the web site of the U.S. Postal Service at www.usps.gov.

For foreign addresses, type the country name in capital letters and put that information or APO destination on the bottom line of the address.

4. Telephone, Fax, E-mail and County - Always leave the telephone, fax and e-mail fields blank. Select a county only if the entity’s role is as a debtor. Select the county that satisfies 28 U.S.C. § 1408.

5. Pro se - Leave as “no.”

6. Role - This is an **essential and very important** field. Each party added to a case or adversary proceeding is assigned a party role. Click on the down arrow at the right of the Role field to see the choices. Only one role can be selected for each party record. The party roles for a main bankruptcy case are Creditor, Petitioning Creditor, Creditors’ Committee, Debtor, Trustee, U.S. Trustee, Unknown and several professional roles, including Accountant, Appraiser, Attorney, Broker, Consultant, Special Counsel, etc. “Attorney” is the role for the general attorney for the party in the matter, while “Special Counsel” is the role of an attorney employed to handle a discrete matter. For most parties filing motions, plans, responses, etc., the party role will be **Debtor, Creditor or Trustee**. These are roles for the case in question. If the estate in case 1 has a claim against the debtor in case 2, the role of the Trustee in case 1 is Trustee but in case 2, that trustee’s role is Creditor.

DO **NOT** use in main bankruptcy cases the roles appropriate only for an adversary proceedings. In adversary proceedings, use only the role a party has when first added to the proceedings: plaintiff, defendant, third-party defendant or cross-defendant. A defendant may be both a defendant and a third-party plaintiff, but one can choose only one role, and the primary and first role is as defendant. Ignore any other role. If you cannot figure it out, use “Unknown,” BUT immediately notify the Help Desk or the Clerk’s Office **in writing** that you need help figuring out the party role.

7. Party Text - This field is optional and is for text that helps to better identify the party. For example, Party Text might include the words “a Georgia corporation” (which would serve to distinguish two corporations with the same name but incorporated in different states) or “f/k/a Bank SouthEast” (which would serve to identify the party as a successor by merger). Party Text might also be used to identify, or show the limit of, the capacity in which a party is appearing, such as “Executor” or “Trustee of the ABC Trust.” If Richard Roe is a bankruptcy trustee in a case, do not use this field to identify him “as Trustee” in that case because the party Role will serve that purpose. But if Richard Roe as trustee of ABC Corp. appears in the John Smith bankruptcy case as a creditor of Smith, the Party Role would be as Creditor so that the Party Text would read, “As Trustee of the Bankruptcy Estate of ABC, Inc.” Do **not** repeat the name of the party in this field (i.e., not “Richard Roe, As Trustee of the Bankruptcy Estate of ABC, Inc.”).

Upon completing any needed changes on the Party Information screen and checking for accuracy, click on the Submit button. The record will be immediately updated, and you will have no further opportunity to edit the party information. If you make a mistake, notify the Clerk's Office in writing as soon as possible via facsimile.

Step 3 Once you select a party from the master party list or create a new party, you will then return to the "Select the Party" screen (Figure 6.3), which contains the list of the parties involved in the case. Newly added or created parties will appear on this list. If you have additional parties to add, repeat the appropriate steps for each additional party. Then, select the party or parties filing your document. Select multiple parties by holding down the control key and clicking on each name to be selected. Then click on Next.

Creating an Attorney-Party relationship. - The screen in Figure 6.7 (the [Link Party/Attorney Screen](#)) will only appear if you have added a new party or if you selected an existing party for which you have not previously submitted a filing. By clicking on the box to the left of the statement "[Party] represented by [Attorney]" as shown in Figure 6.7, the user indicates that he or she is appearing as attorney for the party or parties selected. This screen will always appear the first time a party is added to a case or adversary proceeding or the first time an attorney files a document for a previously added party, as where there is a substitution of counsel. If the screen appears when you are filing for a party where you know that you have previously filed a document for that party in the same case, it means you selected the wrong party on the previous screen (assuming of course that you remembered to check the box the first time you filed a document in the case for the party). If this happens, click on the Back button on the browser to return to the Select a Party list and make the correct party selection. When an attorney/party relationship is created, that relationship is displayed in the Attorneys and Parties queries located in the Query menu.

How To Open A Bankruptcy Case (and File A Petition)

This will guide you through the process of opening a bankruptcy case and filing a petition. You must have the petition prepared in PDF format before trying to open a case. CM/ECF will not permit you to open a case without a PDF document, which must include the petition. You should, if at all possible, include in the same PDF document, the schedules, including the summary page, the statement of financial affairs and the disclosure statement of debtor's counsel. If the petition is being filed under Chapter 7, the PDF document should also include the statement of intention. In preparing the petition and schedules, have in mind the instructions in Steps 2 and 4 below with regard to the information discussed in those Steps. This is particularly important for attorneys who use the Quick Case Opening method explained below.

Do NOT file a Chapter 13 plan or an application to pay filing fees in installments as part of the PDF document containing the petition. File these documents separately immediately after filing the petition. Review Section 4 on Basic Concepts and Section 5 on Getting Documents Ready to File to be sure you touch all of the necessary bases in preparing the petition, schedules, mailing matrix, etc. in proper form.

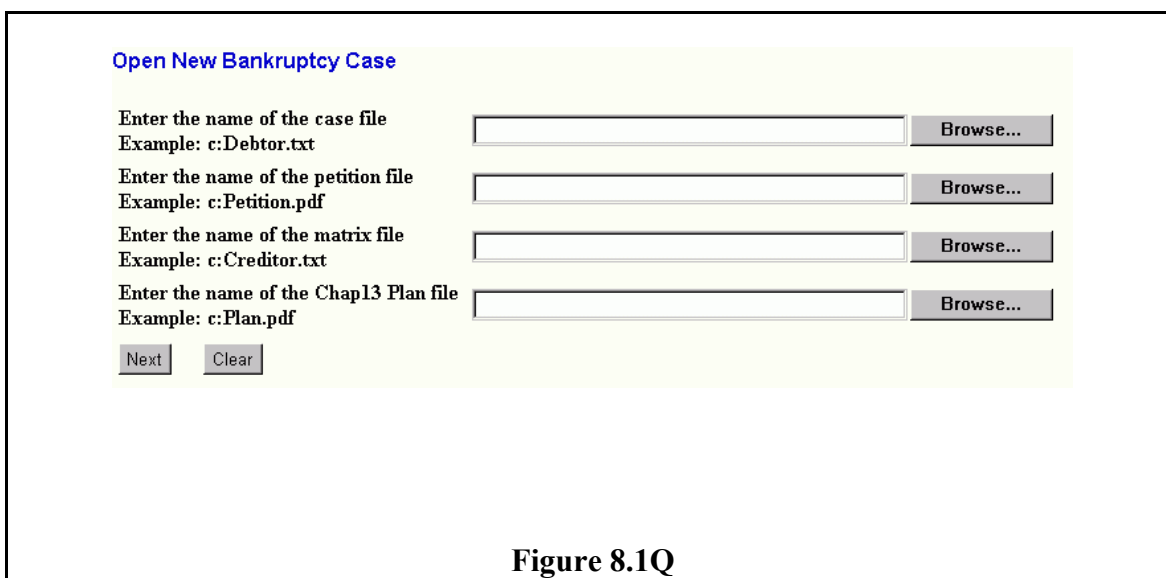
There are two methods for opening a bankruptcy case: the quick way and the conventional way. To use the quick way, you must have petition preparation software that prepares the necessary files in the correct format. Steps 1Q and 2Q cover the Quick Filing procedure. Steps 1 through 14 provide the instructions for the traditional way to open a bankruptcy case electronically.

NOTE: USERS MAY NOT USE THE QUICK CASE OPENING METHOD UNLESS THE FILING PACKAGE IS COMPLETE, i.e., the package contains in addition to the petition, all of the completed schedules, including the summary page, the statement of financial affairs, the attorney disclosure statement, the mailing matrix and, in Chapter 7 cases, the statement of intent. For Chapter 13 cases, the user must also have prepared the Chapter 13 plan to be filed separately.

Quick Case Opening

Step 1Q Select Bankruptcy on the blue banner menu and then on the next screen, click on “Case Upload.”

Step 2Q The next screen is shown in Figure 8.1Q.



The screenshot shows a web form titled "Open New Bankruptcy Case" in blue text. The form has a light yellow background. It contains four rows of input fields, each with a label, an example path, and a "Browse..." button. The labels and examples are: "Enter the name of the case file" (Example: c:Debtor.txt), "Enter the name of the petition file" (Example: c:Petition.pdf), "Enter the name of the matrix file" (Example: c:Creditor.txt), and "Enter the name of the Chap13 Plan file" (Example: c:Plan.pdf). At the bottom left of the form are "Next" and "Clear" buttons.

Open New Bankruptcy Case

Enter the name of the case file
Example: c:Debtor.txt

Enter the name of the petition file
Example: c:Petition.pdf

Enter the name of the matrix file
Example: c:Creditor.txt

Enter the name of the Chap13 Plan file
Example: c:Plan.pdf

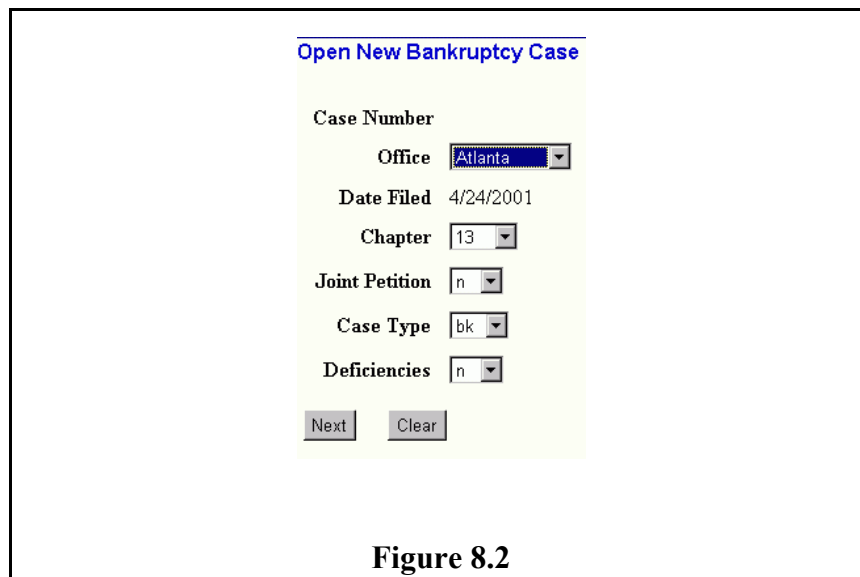
Figure 8.1Q

- L Browse your computer's directories to locate the case, petition and matrix files requested. These files must have been created by petition preparation software written specifically for the Case Upload feature of CM/ECF. Fill in the path to the PDF document containing the Chapter 13 plan (4th and last file requested on the above screen) only if you are filing a Chapter 13 case. If you are filing a Chapter 7, 9, 11 or 12 case, leave the final line (name of the Chap13 plan) blank. Once you have completed the required entries, click on the next button. The following screen will confirm the opening of the case.
- L For cases filed under chapters other than Chapter 13, YOU ARE DONE!!!
- L If you are filing a Chapter 13 case, the process thus far has not taken care of filing the plan as a separate document. Scroll down to the bottom of the Notice of Electronic Filing Screen, and you will find a "Next" button. Click on Next to reach the Docket Text Enhancement screen, which will refer to the Chapter 13 plan. (Note that the user never sees the Docket Text

Enhancement screen for the petition, schedules, etc.) Click on the "Next" button and the chapter 13 plan will be filed. Thus, for filing a Chapter 13 case, there are two extra clicks on Next buttons, and YOU ARE DONE!!!

Conventional Electronic Case Opening

- Step 1** Select Bankruptcy on the blue banner menu and on the next screen, click on “Open a BK Case.”
- Step 2** The next screen is shown in Figure 8.2. Follow the directions below in completing this screen.



The screenshot shows a web form titled "Open New Bankruptcy Case" in blue text. The form is set against a light yellow background and contains several fields with dropdown menus. The fields are: "Case Number" (empty), "Office" (set to "Atlanta"), "Date Filed" (set to "4/24/2001"), "Chapter" (set to "13"), "Joint Petition" (set to "n"), "Case Type" (set to "bk"), and "Deficiencies" (set to "n"). At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8.2

- L Case Number As you can see, the program does not allow you to enter a case number. That will be automatically assigned after you have completed the process of opening the Bankruptcy Case.

- L Office “Manchester” is the only choice, so you may ignore this field.
- L Date Filed The date filed cannot be changed.
- L Chapter Select the chapter under which the petition being filed.
- L Joint Petition *If the case is a joint petition, change the selection to “y” for yes. This will allow you the opportunity to add the joint debtor. The default is to “n” for no, which refers to single debtor petitions.*
- L Case Type “BK” is the only choice, so you may ignore this field.
- L Deficiencies **Be very careful here.** The default is to “n.” If your filing package is complete, leave this selection as is. BUT, if there are missing schedules, including the summary page, statement of financial affairs, statement of intent, or attorney disclosure statement or if in a Chapter 13 case, you will not file the Chapter 13 plan immediately after filing the petition, you **MUST** change the default to “y” for yes, and you will be asked on a later screen to identify which schedule(s), statement(s) and/or Chapter 13 plan is missing.
- L When you have made all of the above selections, press the “Next” button.

TIP: If you discover on a subsequent screen that you have made an error, press the back button until you have returned to this initial screen. When you are back at this screen, you must press the “clear” button and re-enter the information.

Step 3A The next procedure is to add the debtor as a party. Make sure you are very familiar with Section 7 on “Selecting, Adding and Creating a Party.” The screen following the one shown in Figure 8.2 will display the [Search for a Party Screen](#). See Figure 6.4. Search for the name of the debtor by using either the Social Security Number or the Tax ID number and if that produces no results, then by the first few letters of the last name of the debtor. If entering a business name, you should type the business name in the last name field (**Ex.- ABC Corp., not Corp, ABC**). You must capitalize correctly. Click

on Search and execute the [Party Search Results Screen](#) by examining the list of names. See Figure 6.5.

Step 3B If a name (first, middle and last) on the list is identical to the first, middle and last name on the petition, follow the instructions in this Step 3B.

- L If the name of the debtor appears, select the name by clicking on the name and pressing “Select name from list.” You will then reach the **Party Information** screen similar to that shown in Figure 6.6. Examine the address and social security or tax ID number information. In order to use an existing Party Information record, both the name and the social security or tax ID number must match the name and social security or tax ID number of the entity for which you are filing a bankruptcy petition. If the name and numbers match, complete the [Party Information Screen](#), following the instructions in Section 7.
- L Note that at the bottom of the **Party Information** screen, there are five buttons.
- L If you need to add an alias for the debtor, select “Alias.”
- L The “Review” button allows you to review the aliases you have added.
- L If you press the “Cancel” button you will be returned to the initial debtor name screen.
- L The “Clear” button will clear all of the information on this screen. If you make a mistake doing this, you can click the Back button on the browser and reselect the name in question.
- L Make sure that you select “**Debtor**” as the party role.
- L Press the “Submit” button when you have completed the required information.
- L DO NOT USE a party record for a debtor if the social security number (or in the case of a corporation or partnership the tax ID number) is missing or if the name of the debtor or the tax number differs from that of your client. If there is more than one name on the list that matches exactly your client’s name and there is no match for the social security or tax ID number for the first name on the list, click on the Back button on your browser and repeat the inspection of the Party Information record for the next name on the list until you find a match or conclude that there is no record where both the name and social security or tax ID number

match your client's name and number. If no existing record has both a matching name and matching number, proceed to Step 3C create a new party record by clicking on "Create new party."

Step 3C If your client's name is not on the **Party Search Results** list or there is no existing **Party Information** record having the same name and social security or tax ID number as your client, click the "Create new party" button on the bottom of the **Party Search Results** screen to reach a blank **Party Information** screen like the one shown in Figure 6.6. Fill in the blanks in accordance with the instructions in Section 7 on Adding Parties.

MAKE CERTAIN THAT YOU ELECT "DEBTOR" AS THE PARTY ROLE.

Step 4 The next screen is shown below in Figure 8.3.

Open New Bankruptcy Case

Type of debtor ☒ Individual ☐ Corporation ☐ Partnership ☐ Other
☐ Railroad ☐ Stockbroker ☐ Commodity Broker

Fee status

Nature of debt

Voluntary

Origin

Date split/transfer

Asset notice

Estimated number of creditors

Estimated assets

Estimated debts

Next Clear

Figure 8.3

There are several selections to make on this screen.

- L Select the Type of debtor. The selections are self-explanatory and are based on the information contained in the Voluntary Petition.

- L The Fee status field defaults to “Paid.” If the debtor will not be paying the filing fee in full but instead is applying to pay in installments, click the down arrow in that field and select “Installment.”
- L The Nature of debt field defaults to “consumer.” If the debtor is a partnership or corporation or an individual doing business as a sole proprietor, click the down arrow and select “business.”
- L The field for Asset notice defaults to “No” and may need to be changed. Complete this field from the pull-down menu as follows:
 - Chapter 7 = No (Even if you are sure there will be assets that a trustee will liquidate, select No. In the District of New Hampshire all Chapter 7 cases are initially designated “no asset” cases and stay that way unless and until the Trustee files an Initial Report of Assets.)
 - Chapter 7 = Yes (Select Yes if the debtor is a business or an individual doing business or formerly doing business.)
 - Chapters 11, 12 or 13 = Yes
- L The Voluntary field defaults to “Voluntary.” If the petition is an involuntary petition, select “Involuntary” from the pull-down menu.
- L Select the Estimated number of creditors, assets and debts from your Voluntary Petition information from the choices on the respective pull-down lists that most closely match the information that is or will be shown in the schedules.
- L Disregard the Origin and Date split/transfer fields. Those are for Clerk’s Office use only.
- L Click on the “Next” button to move to the next screen.

Step 5 The next screen, shown in Figure 8.4, appears only if the user indicates on the screen shown in Figure 8.2 that there are “deficiencies,” i.e., missing documents.

Open New Bankruptcy Case

Deficiency List

Check item(s) NOT included in the petition

- ☐ Schedules A-J
- ☐ Stmt. of Fin. Affairs
- ☐ Atty Disclosure State.
- ☐ Summary of Schedules
- ☐ Schedule A
- ☐ Schedule B
- ☐ Schedule C
- ☐ Schedule D
- ☐ Schedule E
- ☐ Schedule F
- ☐ Schedule G
- ☐ Schedule H
- ☐ Schedule I
- ☐ Schedule J
- ☐ Ch.13 Plan Due Date

Next Clear

Figure 8.4

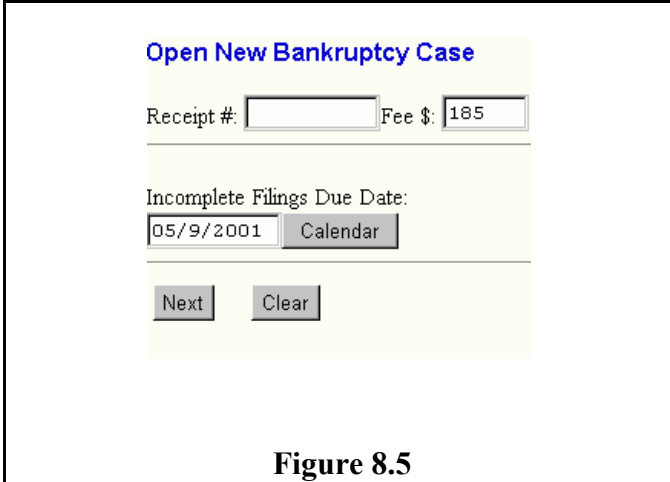
L Place a check mark in the appropriate box (by clicking on it) adjacent to each document that is missing from the filing package. If all schedules are missing, you need not check the individual boxes for each schedule. If only certain schedules are missing, you should select only those Schedules. If, in a Chapter 13 case, you are not filing the Chapter 13 plan immediately after you complete the filing of the petition, click on “Ch. 13 Plan Due Date.”

L Then press the “Next” button.

Step 6 Complete the [Choose Main PDF File Screen](#) (See Figure 6.8.) Locate, and designate the path to, the PDF file containing the petition and related documents.

L If you do not file documents often, review Section 4 on Basic Concepts and in particular the parts dealing with locating the correct file. Once you have found the correct document and loaded the path to it in the Filename field, click on “Next.”

Step 7 On the screen shown in Figure 8.5, input “CC” for the receipt number, and change the fee amount to the fee being paid if you are paying the fee in installments.



Open New Bankruptcy Case

Receipt #: Fee \$:

Incomplete Filings Due Date:

Figure 8.5

L The Incomplete Filings Due Date and the Statement of Intent Due Date sections will not appear if you indicated on the screen shown in Figure 8.2 that there are no deficiencies. The Statement of Intent due date shows up only in Chapter 7 cases.

L Then click on Next.

Step 8 Complete the [Docket Text Enhancement](#), [Final Warning](#) and [Notice of Electronic Filing Screens](#). Note the case number on the last screen.

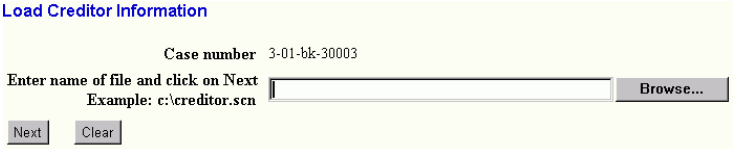
The final series of steps in the process of opening a new bankruptcy case involve the uploading of the creditor mailing matrix. Prepare the creditor mailing matrix in a document saved in an ascii format. See “What to remember in preparing the creditor mailing matrix” in Section 5.

Step 9 Click on Bankruptcy on the blue menu bar and on the next screen click on Creditor Maintenance and then on “Upload a creditor matrix file.”

Step 10 The next screen will be the **Case Number** screen. Type in the case number, if necessary. BE EXTREMELY CAREFUL IN DOUBLE CHECKING THE CASE NUMBER BECAUSE THE NEXT SCREENS DO NOT DISPLAY THE DEBTOR’S NAME.

Step 11 The next screen shown in Figure 8.6 is essentially the [Choose Main PDF File Screen](#) but is called Load Creditor Information. Before proceeding, compare the case number

displayed with the one you meant to type to be sure you have selected the correct case. Browse and locate or type in the path to the document containing the creditor mailing matrix.



Load Creditor Information

Case number 3-01-bk-30003


Enter name of file and click on Next
Example: c:\creditor.scn

Next Clear Browse...

Figure 8.6

TIP: The document containing the creditor matrix must be saved in an ascii format. Most of the petition preparation software programs automatically save the matrix in this format.

Step 12 Click Next and review the information displayed on the screen shown in Figure 8.7.



Add Creditor(s)

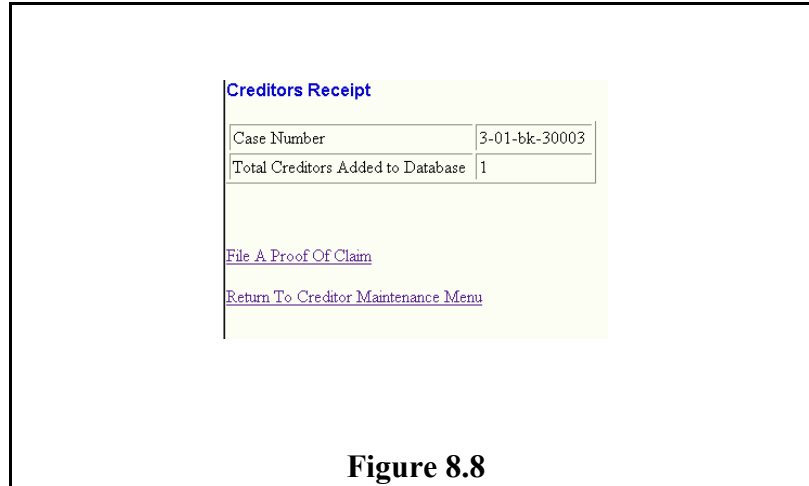
Total Creditors Entered 1

Submit

Figure 8.7

- L This screen displays the total number of creditors to be entered into the database. If that number matches the number of entities listed on your matrix, click on the submit button. If it does not, stop and review the creditor matrix file to be sure it is formatted correctly.

- L The final screen shown in Figure 8.8 confirms the addition to the list of creditors in the case the number of creditors specified.



How to File a Proof of Claim

In preparing a proof of claim in PDF format, review the instructions in Section 5 on “Getting Documents Ready to File.” Also keep in mind the following:

Exhibits. In general, you should include exhibits in the same PDF document as the proof of claim. Use the attachment feature only if the number of imaged pages exceeds 20 pages. File only those exhibits that are necessary to show the basis for the amount of the claim and the basis for any secured claim. Thus, a creditor should not file invoices with its claim but rather just a summary of invoices. Secured creditors should include the note and the relevant portions of security or perfection documents, showing filing dates, collateral descriptions and signatures.


Signatures on Proofs of Claim and Notification. The name of the person who signs a proof of claim should be typed or printed legibly beneath the signature. Every proof of claim filed electronically must include an image of the signature of the person who prepared the claim. *Using Adobe Acrobat, a user can insert an image of signature in a text-based PDF document.* Official Form 10 includes a space for the “Name and address where notices should be sent.” To the right of that part of the form, there are check boxes, including one that reads: “Check box if the address differs from the address on the envelope sent to you by the court.” In providing that information, the creditor agrees that an objection to a claim and a notice of hearing on that objection may be served on the entity and at the address stated or if no entity and address are stated, on the creditor at its address for notices provided in Fed. R. Bank. P. 2002(h).

Prepare the proof of claim and format it as a PDF document. If the proof of claim amends a proof of claim already filed, review the claims register to determine the claim number of the proof of claim being amended, which is useful information to be entered when filing the claim. The filing process is relatively straightforward.

Step 1 After entering the CM/ECF System, select Bankruptcy from the blue menu bar.

Step 2 Select File Proofs of Claims from the menu.

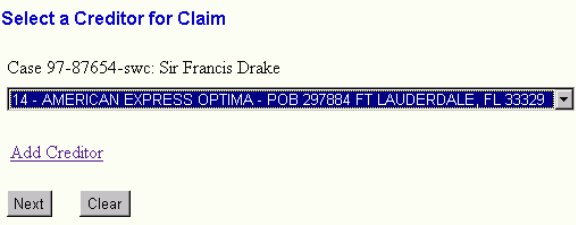
- Step 3** Enter the case number of the case in which you are filing a proof of claim, as shown in Figure 9.1. Do not type in the name of a creditor and do not change the Type of creditor field. Click on “next.”



The screenshot shows a web form titled "Search for Creditor" with a blue header bar. Below the title, there are three input fields: "Case Number" with the value "97-87654", "Name of creditor" which is empty, and "Type of creditor" with a dropdown menu showing "Creditor". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 9.1

- Step 4** The next screen is shown in Figure 9.2. First, examine the Debtor’s name to the right of the case number to be sure you have selected the correct case. If the name of the Debtor is incorrect, click the Back button and re-enter the case number. If the case is the one desired, click on the down arrow – to reveal the list of creditors, which is derived from the creditor mailing matrix. That a creditor’s name appears on the list does not mean that the creditor has filed a proof of claim.



The screenshot shows a web form titled "Select a Creditor for Claim" with a blue header bar. Below the title, it displays "Case 97-87654-swc: Sir Francis Drake". Below this is a dropdown menu showing "14 - AMERICAN EXPRESS OPTIMA - POB 297884 FT LAUDERDALE, FL 33329". Below the dropdown is a link labeled "Add Creditor". At the bottom are two buttons: "Next" and "Clear".

Figure 9.2

- Step 5** Scroll down the list, as shown in Figure 9.3, to determine if the creditor for which the proof of claim is to be filed is on the list. Names on the list are in alphabetical order by the first names of the creditors. This means that Joe Smith will appear under “J,” not “S.” If the creditor for which you wish to file a proof of claim is on the list, click on that name in the drop-down list. Like suitcases on an airport carousel, creditor names

are often similar, so that it is important not to jump at the first appearance of a name without reviewing the entire list.

Because the list is generated in large part from the mailing matrix filed by the Debtor, the address for a particular creditor may not be the one the creditor prefers for notices and distributions with respect to a proof of claim. Nonetheless, if you are sure that the creditor is on the list, select the creditor even if the name or address is incorrect. You will have an opportunity to have corrections made by making a notation to that effect on a subsequent screen as explained below in Step 8. After highlighting the creditor, click on Next and proceed to Step 7.

If the creditor's name is not on the list, click on a blank part of the screen to collapse the pull-down list to return to the screen as it appears in Figure 9.2, and then click on "Add Creditor." Then proceed to Step 6.

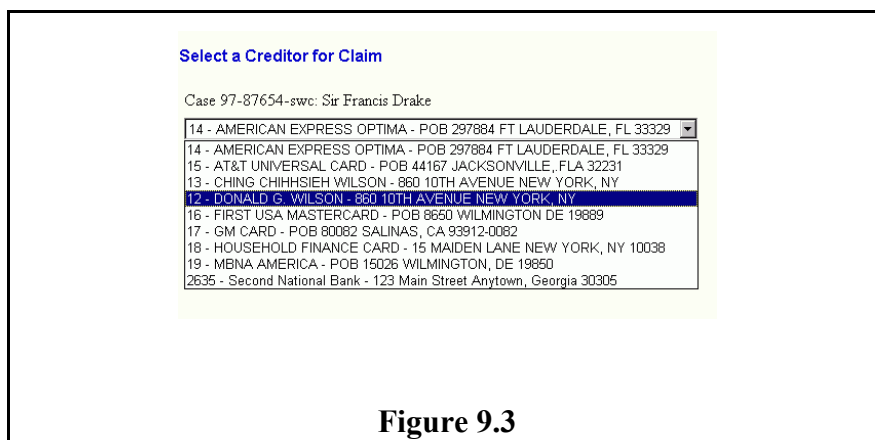
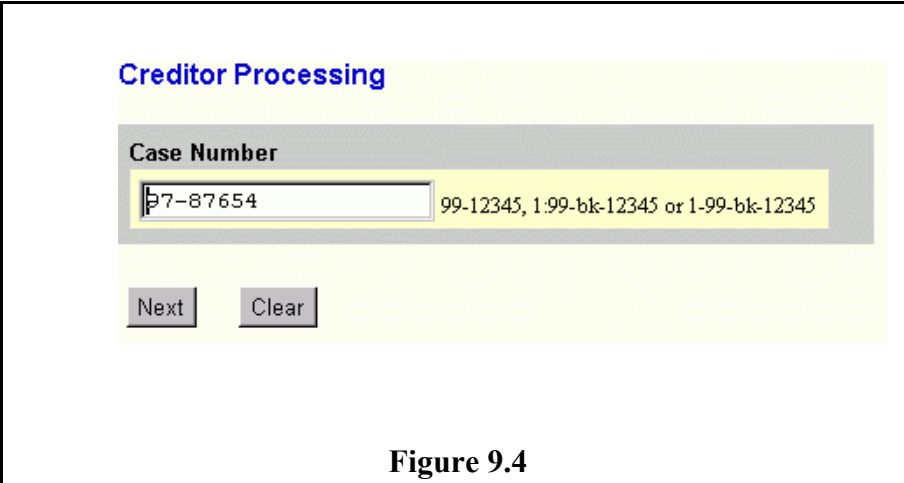


Figure 9.3

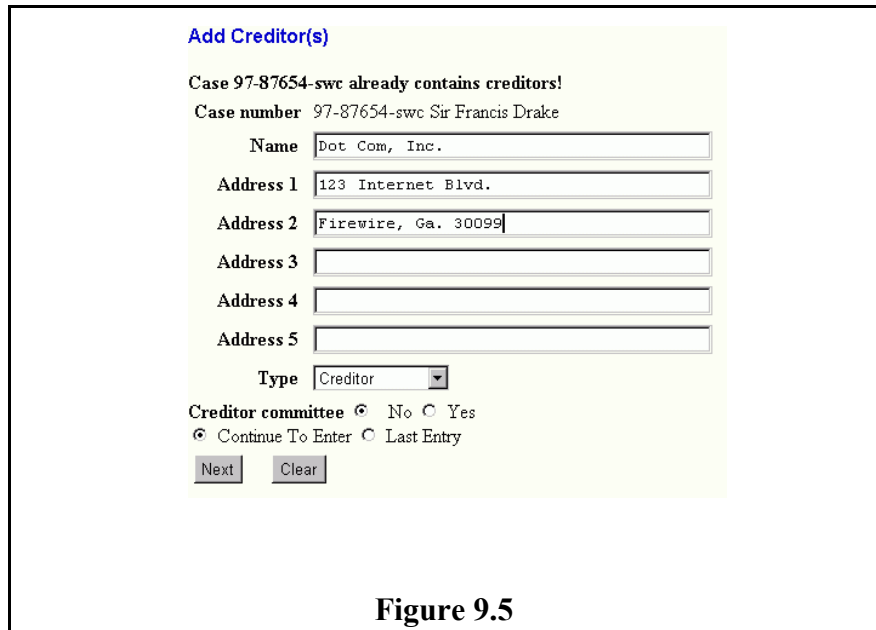
Step 6 If the creditor is not in the pull-down list, clicking on "Add Creditor" will take you to the screen shown in Figure 9.4. Be sure the case number is correct and click on Next.



The screenshot shows a web form titled "Creditor Processing" in blue text. Below the title is a grey rectangular box containing the label "Case Number" in bold. Inside this box is a text input field with the value "97-87654". To the right of the input field, within the same grey box, is the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the grey box are two buttons: "Next" and "Clear".

Figure 9.4

The screen shown in Figure 9.5 will appear. Check the case name just above the field for the creditor's name to be sure that the case number was entered correctly on the previous screen. Fill out the address form, taking care to spell the name of the creditor correctly, including correct capitalization and to enter the correct address, which should be the address shown in the section of the proof of claim labeled "Name and address where notices should be sent." Do not change the Type field, which defaults to "Creditor" or the Creditor committee field which defaults to "no." However, you must click on the radio button to the left of "Last Entry." If you forget you will get another screen that looks like the one in Figure 9.5 (without the blanks filled in). In that event, click on the Back button and then click on the Last Entry radio button. Double check the information and if correct, click on Next, which will take you to the screen shown in Figure 9.6, which will confirm that one creditor has been entered and is to be added to the creditor list.



Add Creditor(s)

Case 97-87654-swc already contains creditors!

Case number 97-87654-swc Sir Francis Drake

Name

Address 1

Address 2

Address 3

Address 4

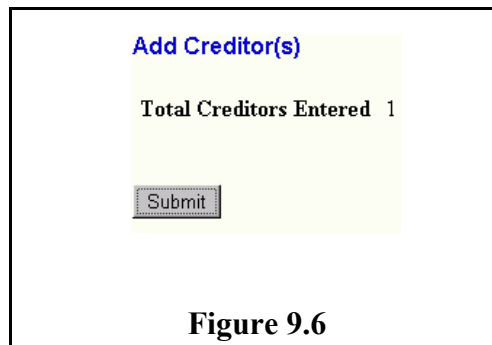
Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

Figure 9.5

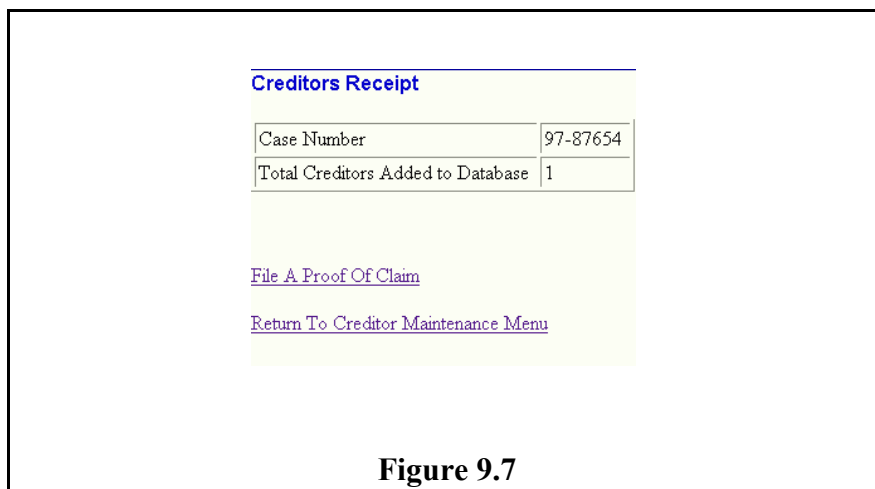


Add Creditor(s)

Total Creditors Entered 1

Figure 9.6

Click the Submit button shown in Figure 9.6 to add the creditor. On the Creditor Receipt screen shown in Figure 9.7, click on “File a proof of claim.” You will then be returned to the screen shown in Figure 9.1. Proceed as indicated in Step 3. The creditor you added will be in the pull-down list on the screen shown in Figure 9.3. After selecting the creditor, as indicated in Step 5, you will reach Step 7.



Creditors Receipt

Case Number	97-87654
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Figure 9.7

Step 7 The next screen is shown in Figure 9.8. If the claim amends a previously filed claim, type in the earlier claim number in the Description Box toward the bottom of the screen shown in Figure 9.8, using the words “Amends Claim No. ##”, where ## is the earlier claim number. (You can find the claim number on the Claims Register, a report accessible by picking on Reports on the blue banner menu.) Do not make any change in the Date Filed, Late and Status fields. Enter the amounts of the claim broken down by type of claim, as shown on the proof of claim. The Total (Display Only) field will automatically total the amounts entered in the Unsecured, Secured and Priority Fields, and the Total should equal the amount of the claim on the petition date shown in Section 4 of Official Form 10 (the proof of claim form). If the priority portion of the claim is secured in whole or in part, do not augment the secured portion in the Secured field, which should be limited to non-priority secured claims. You may note in the Remarks field at the bottom that some or all of the priority claim is secured. **If the name or address shown at the top of the information form is incorrect or incomplete, add the words CORRECTION” in solid caps at the beginning of the Remarks field. Make sure that on the proof of claim form, the corrected name and/or address is shown in the section labeled “Name and address where notices should be sent” and check the box adjacent to the words “Check box if address differs . . .”** Double check the information you have provided, and when correct, click on Next.

Proof Of Claim Information For				
3942 - Dot Com, Inc. 123 Internet Blvd. Firewire, Ga. 30099				
Case Number: 97-87654-swc	Claim No:	Amends Claim #: <input type="text"/>	Duplicates Claim #: <input type="text"/>	Filed By: Creditor <input type="text"/>
Last Date To File: 02/02/1999	Last Date To File(Govt): 01/28/1999	Date Filed: 04/25/2001	Late: <input type="text" value="No"/>	Status: <input type="text"/>
Amount Claimed				
Unsecured <input type="text"/>	Secured <input type="text"/>	Priority <input type="text"/>	Unknown <input type="text"/>	Total (Display Only) <input type="text"/>
Amount Allowed				
				Total (Display Only) <input type="text"/>
Description:	<input type="text"/>			
Remarks:	<input type="text"/>			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

Figure 9.8

Step 8 The next screen is the [Choose Main PDF File Screen](#). Browse and select the PDF document that is the proof of claim. Add attachments if necessary. **THIS IS THE LAST SCREEN BEFORE THE PROOF OF CLAIM WILL BE FILED.** Click on Next to file the proof of claim. The following and last screen will be the [Notice of Electronic Filing Screen](#).

Adversary Proceedings

Adversary proceedings, like bankruptcy cases, may be opened electronically by attorneys. This will first guide you through the opening process and will then discuss the nuances of filing answers, counterclaims, cross-claims, third-party complaints, amended complaints and amended answers.

How To File An Adversary Proceeding

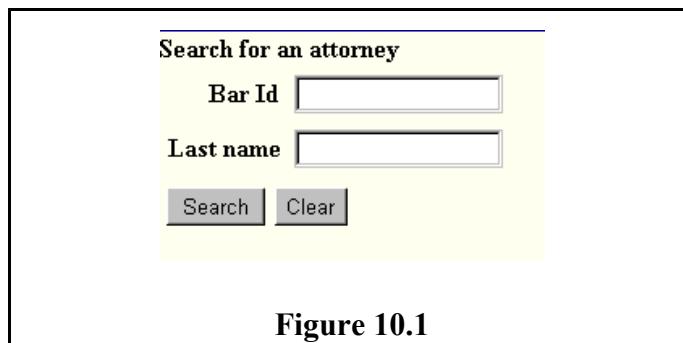
Prepare the complaint (or notice of removal if the case is being removed to federal court) in PDF format before you begin the process of opening the adversary proceeding. Review Section 4 on Basic Concepts and Section 5 on Getting Documents Ready to File.

Important Note: Adversary proceeding cover sheet should be filed as an attachment to the complaint.

Before beginning, you must also carefully make a note of the case number of the main bankruptcy case with reference to which this adversary proceeding is being filed. You will need that information to open the adversary proceeding properly.

- Step 1** On the main blue banner menu that appears immediately after logging in, click on “Adversary.”
- Step 2** The next screen contains the Adversary menu. Click on “Open an Adversary Proceeding/Misc Proceeding Case.” (Misc Proceeding stands for Miscellaneous Proceeding, such as an ancillary proceeding; Miscellaneous Proceedings cannot be opened by attorneys at this time.)
- Step 3** On the next screen, only the field labeled “Complaint” requires attention. The complaint options are ‘y’ for yes, and ‘n’ for no. Use the “no” option only where there is an existing state court case that you are removing to the federal court, in which case the document that you are about to file is a Notice of Removal. (The Clerk’s Office must open any case or adversary proceeding transferred from another bankruptcy court, which it will do upon receipt of the file.) After you have made the appropriate selections, click the “Next” button.

- Step 4** Add each party plaintiff and that plaintiff's attorney until all plaintiffs have been added and then add each defendant (but not an attorney for any defendant). Make sure you review Section 7 of this Manual entitled, "Selecting, Adding and Creating Parties." The process here is identical for adding plaintiffs and defendants. Note, however, that the party role you will assign will be either plaintiff or defendant, even if a party has previously appeared in the main bankruptcy case as a debtor or creditor. If the adversary proceeding is a state court action being removed to the bankruptcy court, it will be necessary to add a party record for each party in the state court action.
- Step 4A** The procedure for adding a party to an adversary proceeding is virtually identical to adding a party to a main bankruptcy case. For each party, complete the [Search for a Party Screen](#) (See Figure 6.4). Type in the first party's last name or company name, remembering to use the correct capitalization. Then click on search.
- Step 4B** Next, complete the [Party Search Results Screen](#) (See Figure 6.5). Find the name of the party you are adding and highlight the name by clicking on it. Compare the information on the Party Information screen with what you know about the party to make certain your party is the party whose record is displayed. If the record displayed is not the correct party, click on the Back button on your browser and select another name or click on the "Create new party" button.
- Step 4C** Whether you add a party from a master record or create a new party record, complete the [Party Information Screen](#) in accordance with the instructions in Section 7. It is **essential** that you select the correct party role (Plaintiff or Defendant) for each entity you add as a party.
- Step 4D** Note on the screen shown in Figure 6.6 a button labeled "Attorney." The instructions to the right state, "Add all attorneys and aliases before clicking the Submit button." Unlike opening a bankruptcy case or filing a motion, the adversary opening module does not assume that the person whose login is being used to open the adversary case is the attorney for the plaintiff. Indeed, there may be more than one attorney for a plaintiff and more than one plaintiff. Hence, the attorney opening an adversary case, whether by filing a complaint initiating the action or by filing a notice of removal, must add himself or herself as an attorney for the correct party BEFORE submitting the party record for that party. Clicking on the Attorney button produces a screen shown in Figure 10.1. Type in a few letters of the attorney's last name, remembering to use the correct capitalization, and click on search.



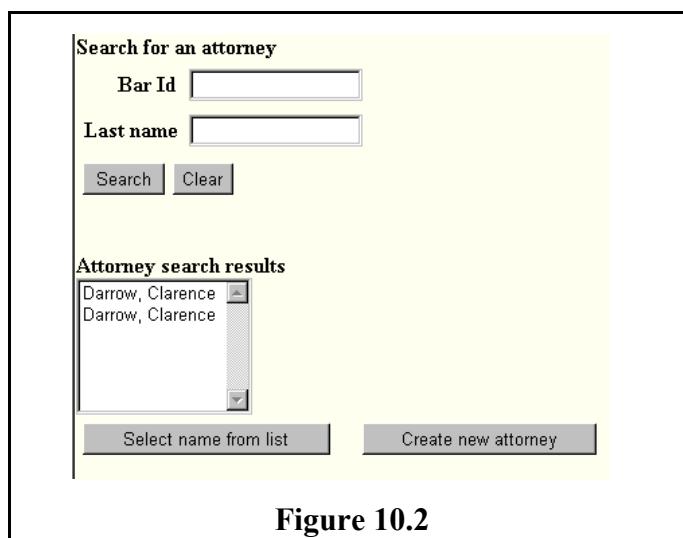
Search for an attorney

Bar Id

Last name

Figure 10.1

Step 4E The next screen, shown in Figure 10.2 lists the attorneys who have appeared in bankruptcy cases or adversaries in this court. Look for the attorney's name in the list, and if it's there, highlight it by clicking on it. Then click on the "Select name from list" button. If the attorney does not appear on the list, click on the "Create new attorney" button.



Search for an attorney

Bar Id

Last name

Attorney search results

Darrow, Clarence
Darrow, Clarence

Figure 10.2

Step 4F The next screen is shown in Figure 10.3. Edit or type in the address, telephone and e-mail information of the attorney. Note the field toward the lower right of the screen labeled "Lead attorney." This field defaults to "yes." If you are adding more than one attorney for a plaintiff, only one should be designated as the lead attorney. When you are finished, click on "Add attorney," which tells the program that the selected attorney represents the party in the adversary proceeding.

Attorney Information

Last name	Darr	First name	
Middle name		Generation	
Title		Bar Id	
Office		Address 1	
Address 2		Address 3	
City		State	
Zip		Country	
Phone		Fax	
E-mail		Lead attorney	yes

Figure 10.3

Step 4G When you click on “Add attorney” on the screen in Figure 10.3, you will be returned to the **Party Information** screen shown in Figure 6.6. At that point, you may, but are not required to, add additional attorneys for the party. The “Review” button displays the added attorneys and any aliases. Unchecking the box beside an attorney’s name will remove that person as if you had never added the name. When you are finished adding attorneys, double check to be sure that the party information is correct, including the party role. Then click on the “Submit” button. The next screen will be the **Search for a Party** screen shown in Figure 6.4.

Step 4H Repeat the process for the next party, and continue until you have added all parties. **Remember to select the correct party role for each party added.** If there is more than one party plaintiff, add an attorney for each plaintiff. With respect to a state court action, removed to the bankruptcy court, add for each party to the state court action the attorney, if any, who appeared for that party in the state court case.

Do **NOT** add an attorney for a party that is a defendant, where the plaintiff is opening the adversary proceeding originally by the filing of a complaint in the bankruptcy court. Attorneys for defendants who have yet to appear are added when such an attorney files a document in the adversary proceeding.

Note that when you first return to the **Search for a Party** screen shown in Figure 6.4, you will see a button not present when you first started labeled “End party Selection.” Once you have added all parties, click on “End Party Selection” to continue opening the case.

Step 5 The next screen, shown in Figure 10.4, asks you to supply some statistical information.

Open Adversary Case

Party code

Nature of suit

Origin

Transfer date

Rule 23 (class action)

Jury demand

Demand (\$000)

Figure 10.4

- L The Party code field has three choices (click the down arrow) to indicate whether the United States is a party and if so, whether it is a plaintiff or a defendant.
- L The Nature of suit field includes a list of types of claims for relief. Choose the primary claim for relief. You can only choose one. IF THE COMPLAINT ALLEGES MULTIPLE CLAIMS FOR RELIEF AND IF ONE IS A SECTION 727 OBJECTION TO DISCHARGE, ALWAYS SELECT “424 (OBJ/REVOCATION DISCHARGE 727).”
- L In the Origin field, either leave the selection as “original proceeding” or click on the down arrow and select “removed from state” if proceeding is being removed from state court.
- L Leave the Transfer Date field blank.
- L Select the appropriate response in the Jury demand filed.
- L If the complaint seeks a money judgment, complete the Demand field. Type in the amount in thousands, e.g., to indicate a demand of \$100,000, type “100” into the

Demand field. If the demand for a money judgment is for less than \$1,000, type in “1.” If the complaint does not seek a money judgment, leave the field blank.

- L When you are done, double check the information provided, and then click on “Next.”

Step 6 On the next screen, be very careful to enter the correct main bankruptcy case number. Unfortunately in this module, there is no confirmation of the Debtor’s name until after you complete the process of filing the complaint. Leave the association type as “Adversary Proceeding.” Then click on “Next.”

Step 7 The following screen should be the **Choose Main PDF File** screen shown in Figure 6.8. If it is not, an error message will appear instead, probably because you neglected to designate at least one party as a plaintiff and/or one party as a defendant in the party role field on the party information screen. If you get an error message, click on your browser’s Back button until you find the party record with the missing or incorrect party role. You must then “start over” from that point and re-enter all of the information required. Complete the [Choose Main PDF File Screen](#).

Step 8 The final three screens are the familiar **Docket Text Enhancement, Final Warning** and **Notice of Electronic Filing Screens**.

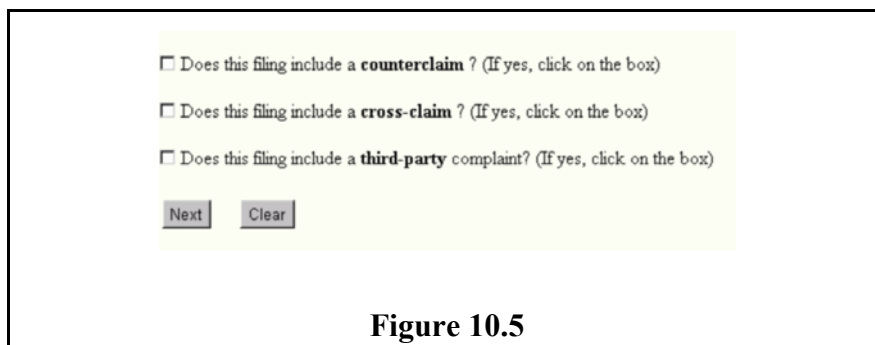
TIP: The Clerk’s Office will continue to print, sign and seal each summons and return them to you by mail for service.

How to File An Amended Complaint, Answer, Counterclaim, Cross-Claim, Third-Party Complaint And Amended Answer

Amended Complaint or Amended Notice of Removal. To file an amended complaint, simply select the Event “Amended Complaint” in the Category “Complaint and Summons” and file in the same way you would file any document in the ECF System. To file an amended Notice of Removal, select the Event “Notice of Removal” under the Category “Notice,” and proceed as you normally would, making certain that you select “Amended” in the pre-text box in the [Docket Text Enhancement Screen](#).

Answer. To file an answer to a complaint, cross-claim or third-party complaint or a reply to a counterclaim, select the Category “Answers/Responses” and the Sub-Category “Complaint, 3rd, cross, counter.” Add the attorney or attorneys to the list of attorneys (or select the attorney if already on the list). On the next screen select the party defendant. On the next screen, the user will be presented with a list of all unanswered complaints, third-party complaints, cross-claims, counterclaims and/or amendments to those types of pleadings. Select the pleading or pleadings to which the answer to be filed responds and ONLY such pleading or pleadings, by clicking on the check box beside each relevant pleading. Click the Next button and proceed.

Counterclaim, Cross-Claim or Third-Party Complaint. If the answer is to the originally filed complaint, i.e., the one filed when the adversary proceeding was opened, or is an answer to a cross-claim or third-party complaint or a reply to a counterclaim filed separately from an answer, the user will be asked whether the answer contains a counterclaim, cross-claim and/or third-party complaint. See Figure 10.5. If so, check the appropriate box or boxes by clicking on them. This will then queue the answer Event when the cross-defendant, third-party defendant or plaintiff files an answer to the cross-claim, etc. contained in the answer being filed.



The screenshot shows a web form with three checkboxes and two buttons. The checkboxes are labeled: "Does this filing include a counterclaim ? (If yes, click on the box)", "Does this filing include a cross-claim ? (If yes, click on the box)", and "Does this filing include a third-party complaint? (If yes, click on the box)". Below the checkboxes are two buttons labeled "Next" and "Clear".

Figure 10.5

When a user files a counterclaim, cross-claim, third-party complaint or intervenor’s complaint, the program prompts the user to identify the party or parties against which the pleading is being filed, as shown in Figure 10.6 below. Be careful if more than one box is selected in Figure 10.5, because the parties against which for each type of pleading is filed will be different. The best practice is to select by party rather than by group, so leave the radio button checked on “No Group.” If a party against which the pleading is being filed is not on the list of parties to the proceeding, click the “Add/Create New Party” link and complete the party information being careful to designate the party role. Once all of the parties against which the pleading is filed appear in the box below the words “Select the Party,” click on the party or parties against which the pleading is filed. To select more than one party, hold down the control button while selecting.

Answer a Complaint

Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party: OR Select a Group: If a Party Is Not On The List:

[Add/Create New Party](#)

☒ No Group
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Next Clear

Figure 10.6

Counterclaims, cross-claims and third-party complaints may be filed as part of the initial answer to an initial complaint, including an initial intervenor's complaint, or to a cross-claim or third-party complaint filed separately from an answer. These types of pleadings may NOT be filed as part of an amended answer or as part of an initial answer to an amended complaint. Consequently, it is necessary in those situations to have two documents: (1) the answer to the amended complaint or amended answer as one document and (2) the counterclaim, cross-claim or third-party complaint, which will be filed as a separate document under the appropriate Event in the Category Complaint and Summons.

Amended Answer. The CM/ECF program is designed to keep up with the filing of an answer so that defaults can be tracked. Consequently, it permits only one answer for a defendant (or plaintiff as to a counterclaim) to be matched to the complaint, etc. Once a complaint or similar document has been answered by a party, a user attempting to file another answer for the same party will be told that "No unanswered docket entries exist for the party on whose behalf you are filing." Hence, it was necessary to set up a separate Event called Amended Answer to Complaint, which is found in the Category "Answers, Responses" and in the Sub-Category "Reference an Existing Document." To file an amended answer, select those Categories and then proceed as you normally would. Link to the complaint.

Reports and Utilities

This describes the Query function and the reports available to non-court users, which permit a user to obtain information about one or more cases or adversary proceedings. Also covered in this are the functions available to non-court users on the Utilities menu.

Query is one of the menu items on the blue banner menu that appears immediately after a user logs in. Using Query, a user can search for a particular case or adversary proceeding by its number or search for a case or cases in which an individual or other entity has appeared. Searches by name are not case sensitive. The last name field is used for searches of company names. The user must type at least two letters of a name, but the more letters typed, the quicker the search and the more relevant the results. When searching by name, a user can restrict the search to a particular type of person by clicking on one of the choices in the Type field (the default is no choice). The other choices are attorneys, parties, professionals, trustees or U.S. Trustee. Click on the yellow question mark in the blue banner menu to get instructions about how to use the initial Query screens.

Once a user has selected a particular case, the menu shown in Figure 11.1 appears. The menu choices are descriptive of the information provided. Once a user has made a choice, clicking on the yellow question mark will give context sensitive help about the choice, including where applicable, information on selection criteria for the available reports, such as the Docket Report. The Associated Cases item will display related cases and adversary proceedings and provide a hyperlink to their dockets. The Deadlines/Hearings item will show the dates of hearings scheduled in the case, as well as deadlines for certain critical tasks.

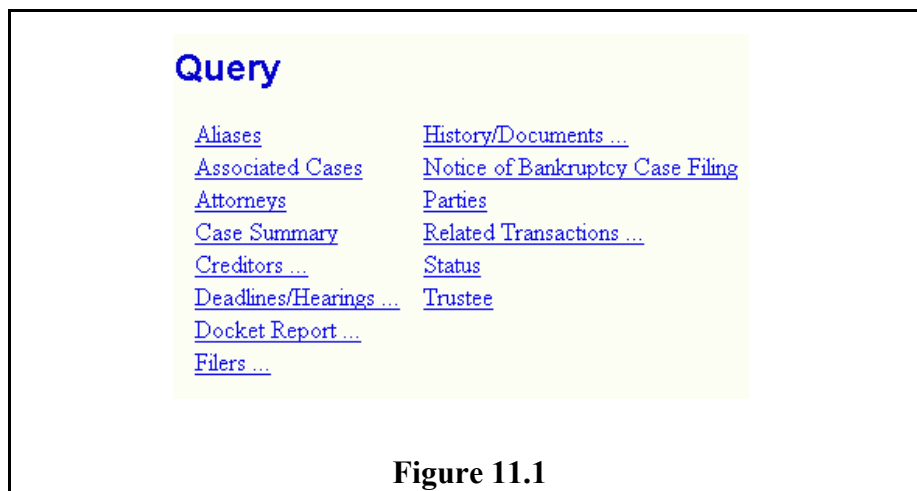


Figure 11.1

Reports is another menu item on the blue banner menu. The reports that non-court users can access, in addition to those available through Query, are Cases, Claims Register, Docket Report, Calendar Events, and Creditor Mailing Matrix. The selection criteria for each of these reports are explained on the help screen that can be accessed by clicking on the yellow question mark. The selection criteria, which vary from report to report, may include the case number (including adversary number), chapter, judge, case type (main or adversary), date range, etc. A user can limit the report to a particular case by specifying its case or adversary number or can cause the report to include all cases meeting various criteria such as those cases filed in a specified date range that are Chapter 7 cases. Figure 11.2 shows the selection screen for the Cases Report.

Cases Report

Judge: Bihary, Joyce; Brizendine, Robert

Office: Atlanta; Gainesville

Case Type: ap; bk

Trustee: Allen, L. Lou; Anderson, Paul H.

Chapter: 7; 9

Filed: 7/20/2001 to 7/20/2001

Entered: to

Discharged: to

Closed: to

Converted: to

Terminal digit(s): 2, 4, 7

☒ Open cases
☐ Closed cases

☐ Party information

Sort by: Filed Date to

Run Report Clear

Figure 11.2

Users are cautioned that reports that cover long periods of time could include dozens, if not hundreds, of pages. **Because there is a per page charge for accessing reports and documents in CM/ECF (charged whether or not the user prints the report or document), a user is well advised to enter selection criteria carefully.** The browser shows that the process of compiling a report is continuing at the lower left of the browser window. The words “Document Done” appear at the lower left of the browser window when the report has finished running.

Sometimes a user may decide after starting to run a report that the report is not wanted after all. To stop a report in progress, **CLICK THE STOP BUTTON** on the browser. Please do not exit the report selection screen after clicking on the Run Report button by logging off or by closing the browser or by selecting another web site or by clicking on the banner menu. Always stop an unfinished report by clicking STOP.

Utilities is a collection of programs that a user can run to review or change information about the user's interaction with CM/ECF. Among the most important of these is Maintain Your ECF Account. Here the user can change name and address information, as well as login and password. The context sensitive help screen is useful in explaining the e-mail screen but not much else. On the initial screen, do **not** put in social security or tax id information. Do fill out the rest of the address and telephone information completely. When you change your password, be sure that you memorize it before updating your records, because you will not have a second chance to see the password once you leave this program. After you click on Submit on the initial screen, you will be presented with a list of all of the cases in which you have appeared. The top item on that menu says *****Update All*****. Leave this pick alone. If you have some reason for thinking your information should be updated in one case but not others, call the help desk to get further instructions.

The e-mail notification feature enables the user to specify one or more e-mail accounts to which one or more e-mail messages will be sent when there is any activity in any case in which the user has appeared and in any other case the user specifies.

We have two very strong recommendations about e-mail notification. The first is that a law firm should have at least two types of e-mail accounts. The "Primary e-mail address" should be a firm-wide e-mail account that someone will review on a daily basis and then pass on the e-mail to the appropriate attorney or attorneys in the firm. This enables the firm to cover the cases being handled by an attorney who may be away from the office, for example on vacation, and who might not otherwise be able to check e-mail. The other e-mail account or accounts we recommend is for each individual attorney who has appeared in the case. Our second strong recommendation is that attorneys handling more than just a few cases should select the option to get a Daily Summary Report of activity rather than a notice for each docket entry, for obvious reasons.

Remember that this e-mail notification give the first e-mail recipient who opens a link to the document one free look at the document. When the user opens the document in the Adobe Reader or Adobe Acrobat, the user can save the PDF file to the user's computer. CM/ECF gives document files names that have no independent meaning, but the user can rename the copy he or she is saving and put it in a directory or folder for that case. For example, a user could name directories using the Debtor's name, followed by the case number. A document could be saved using the format: Document number (which is the number on the docket and is displayed on the hyperlink used in the e-mail notification) and the description. For example, into directory DoeJ-01-12345, the user might save 04-X's motion for stay relief.pdf. In that way, a user in an ECF case in which all documents are filed electronically would have instant access to all the documents filed in the case.

Help, Etc.

For day-to-day problems or questions that you are unable to answer using this Manual, we have a Help Desk that deals with how to use the CM/ECF software and with computer hardware and other software issues. To contact the Help Desk, call toll-free 1-866-BKCMECF (1-866-252-6323).

The table below describes a series of potential problems a user may encounter at one time or another and explains how to deal with those problems.

PROBLEM	ACTION
You click your bookmark to reach the live or training databases and nothing happens.	Try other sites on the Internet. If you cannot make a connection with any Internet site, contact your Internet Service Provider.
You reach the login screen for CM/ECF, type in your login and password, and nothing happens.	Make sure you are using the correct login and password. If login and password are correct, check your e-mail for a possible message from the Clerk's Office. Sometimes, we have to take CM/ECF off-line temporarily or we lose our connection to the Internet and must wait until another court unit through which we get to the Internet solves a connectivity problem. If you have not heard from us by e-mail, give it another five or ten minutes and try again. If you still cannot get on, call the Help Desk.
You need basic help while navigating within the CM/ECF program.	Each screen contains a large yellow question mark at the end of the Main Menu Bar. Click on the question mark for instructions related to the specific screen you are viewing.

PROBLEM	ACTION
You are in the process of filing a document and something goes awry, raising the possibility that the document or documents were not filed.	Until you finally submit the document for filing (where the notification screen follows), the document has not been transmitted and hence is not filed. Once you submit the document for filing, all the elements or steps necessary to update the database must be successfully completed before the document is filed. In other words, there is no possibility of a partial filing. Nonetheless, it is possible to encounter an error message in the filing process. Here is an example: "An error occurred in case opening, possibly due to double clicking the previous link. Check transaction log for case opened." If you were ever to get this message, check the transaction log to see if the case was opened. Another possibility is run a cases report or docket report to see whether the filing "took." If the document does not appear on the docket sheet or the case does not appear on a Cases report for the period beginning and ending on the date of the attempt to file, you would have to start over. If in doubt, call the Help Desk.
You are about to file a notice of appeal or other time sensitive document at 7:00 p.m. on Friday night, which is the last day to timely file a document, and the ECF server does not respond and you cannot raise anyone on the telephone in the Clerk's Office.	We hope that you will make it a rule not to wait to the last minute to file documents electronically any more than you would if you had to get to the filing desk before closing. But we recognize that CM/ECF can be seductive, and part of the point is to be able to do work at odd hours. If you cannot get a filing completed electronically that is absolutely essential at that time , you may fax the pleading showing original signatures to the Clerk at 603-666-7408. On the next business day, you must file the originals with the Clerk's Office and seek appropriate relief under AO 5005-4(l).
You have a question about Petition Preparation Software for filing CM/ECF related documents.	Contact your Software vendor. If you still have a problem, call the Help Desk.

PROBLEM	ACTION
You have a question about Adobe Acrobat or PDF documents.	Open Adobe Acrobat, click on Help and click on the Acrobat Help or the Top issues. If you still cannot find the answer call the Help Desk. This kind of problem may be best handled by e-mail to Jim_Chiavaras@nhb.uscourts.gov .
You have a question about Netscape.	Open Netscape Navigator, click on Help, and click on Help Contents. If you still have a question, call the Help Desk.
You think that you have made a mistake in filing, such as filing the wrong document or filing in the wrong case or using the wrong Event.	Call the Help Desk.
You are unsure about what docketing Event to use.	Refer to Appendices 1 and 2 of this Manual for guidance with respect to Event selection. If you still have a question, call the Help Desk.
You need to present a proposed order (which might be a consent order) with the motion.	You must attach a proposed order to the motion as an attachment.
You are unsure what you must do about service on persons who are or are not participants in ECF.	Persons who have not consented to service by electronic means must be served conventionally.
You log on and leave the computer idle for 15 minutes and when you return you have to log in again.	The CM/ECF software times a user out if it no contact is made between the user's computer and the court's server for 15 minutes.
You have a question about charges for fees made by the Clerk's Office to your credit card.	Contact Bonnie Hannemann, Administrative Manager - Finance, at 603-222-2616.

PROBLEM	ACTION
You have a question about PACER charges.	If it relates to your account, contact PACER at 1-800-676-6858. If it is a general question and you cannot get an answer from PACER, call the Help Desk.

Common Errors

The entries in the table below describe the most common errors that users around the country make in filing documents in the CM/ECF System. Each type of error is generally described in bold type, followed by specific examples if appropriate. Each error is cross-referenced to the part or parts of this Manual covering the instructions violated and thus causing the error.

ERROR	REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)
(1) Improper Document Preparation Prior to Conversion to PDF Format	We surmise that some of these errors may be caused by the careless use of form word processing files: the form calls for a blank that is overlooked. Carefully proofread each document to be filed before converting it to PDF.
(1-A) Leaving off the <u>/s/ Your Name</u> on signature lines.	SEE Section 2, p. 2.2; SEE Section 5, p. 5.1.
(1-B) Leaving off the date of the document.	SEE Section 5, p. 5.1.
(1-C) Failing to fill in the blanks in an application to pay the filing fee in installments, e.g., omitting amount paid with filing and how remaining is to be paid.	SEE Section 5, p. 5.1.
(1-D) Failing to include date, time of hearing, and courtroom location in a notice of hearing.	SEE Section 5, p. 5.1.
(1-E) Leaving off the debtor's name and/or case number on a document.	SEE Section 5, p. 5.1.

ERROR	REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)
(1-F) Combining unrelated main documents from different Categories in the same document (e.g., an amended plan (Category: plan) with amended schedules (Category: other).	SEE Section 5, pp. 5.3 to 5.5.
(1-G) Including in a document papers that have no relationship at all with the rest of the document, e.g., including a mailing matrix as part of the document that includes the petition.	This error is harmless so long as the documents are not scanned, in which case they would take up a lot of disk space. The Creditor Matrix in CM/ECF is not a document as such as it is in paper cases but rather is in effect a data file that populates the CM/ECF creditor file used for mailings. Do not include the Matrix with the petition
(1-H) Filing the same document twice in two separate filings because the document contains two distinct papers, e.g., filing a document first as an amended plan and then as amended schedules because the document includes both.	This error can occur where the user is properly avoiding Error (1-F) above (1-F being a much worse error). This is a minor error, especially if the document being filed includes no scanned pages, but it is an error nonetheless because when another user accesses one of the two docket entries expecting to see the type of document described in the docket text, the first page will be that of the other paper. Separate different main papers into separate PDF documents. SEE Section 5, pp. 5.3 to 5.5.
(2) Filing the Right Document in the WRONG Case	This error is caused by failing to compare the name of the debtor on the document being filed with the name of the debtor that appears on the screen immediately following the one in which the user enters the case or adversary proceeding number. SEE Section 6, p. 6.2.
(3) Failing to Complete the Party Information Screen Correctly	This error is due either to carelessness or to a failure to understand how the Party Information Screen works with respect to particular fields of data. Review Section 7.

ERROR	REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)
(3-A) Improperly entering two parties as one.	SEE Section 7, p. 7.3.
(3-B) Improperly adding party text and/or alias information as part of the party name.	SEE Section 7, p. 7.4.
(3-C) Failing to pick the appropriate "party role" in the Party Information Screen.	SEE Section 7, p. 7.5 to 7.6.
(4) Using the Wrong Event	
(4-A) Using a no fee Event when a FEE Event is required, e.g., Amendment to Schedules instead of Amendment to Schedules D,E,F (FEE).	Certain Events have twins that are almost identical except for the words "(FEE)." SEE Section 4, pp. 4.6 to 4.7; Section 6, p. 6.3 and Appendix 1.
(4-B) Combining unrelated main documents from different Categories in the same document.	SEE Section 5, pp. 5.3 to 5.5.
(5) Attaching the Wrong PDF Document	This error is easily avoidable. SEE Section 4, pp. 4.9 to 4.12.

ERROR	REASON(S) FOR ERROR AND/OR CROSS-REFERENCE(S)
(6) Incorrect Use of Attachments	SEE Section 5, pp. 5.5 to 5.6.
(7) Improper Linking	SEE Section 4, pp. 4.4 to 4.6.
(8) Improper Report Exit	SEE Section 11, p. 11.2.



**United States Bankruptcy Court
District of New Hampshire**

**APPENDICES TO
THE CM/ECF TRAINING MANUAL
FOR
EXTERNAL COURT USERS**

Appendix 1

Lists of Filing Events And Notes on Selected Events

The two tables below (the first for main bankruptcy cases and the second for adversary proceedings) contain lists of Events (column 1) by Category (column 2) in the same order that Categories and Events within in them appear in CM/ECF.

The third column in each table contains notes on selected Events that explain the differences between similar Events and provides pointers on which of two similar Events to choose. The notes also provide practice tips under the Local Bankruptcy Rules and the Federal Rules of Bankruptcy Procedure.

MAIN BANKRUPTCY CASES

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Consent	Objection/Response - Reference an Existing Document	
Objection	Objection/Response - Reference an Existing Document	
Reply	Objection/Response - Reference an Existing Document	
Response	Objection/Response - Reference an Existing Document	
Involuntary Answer (for Attorney)	Objection/Response - Involuntary Answers	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Appellant Designation	Appeal	
Appellee Designation	Appeal	
Cross Appeal (FEE)	Appeal	
Notice of Appeal (FEE)	Appeal	
Request for Transcript re: Appeal	Appeal	
Statement of Election to DC	Appeal	
Statement of Issues on Appeal	Appeal	
Transcript Re: Appeal	Appeal	
Objection to Claim(s)	Claims Actions	
Objection to Transfer/Assignment of Claim	Claims Actions	The alleged transferor who disputes the purported transfer of a claim should use this Event to make its objection.
Transfer/Assignment of Claim	Claims Actions	Read FRBP 3001(e). The transferee of a claim should use this Event if a proof of claim has been filed and should include evidence of the assignment, whether absolute or for purposes of security. Otherwise, the assignee of a claim should include as part of its own proof of claim, evidence of the assignment.
Withdrawal of Claim	Claims Actions	This Event is to withdraw a proof of claim.
File Proofs of Claim (The Event is assumed; the user is not presented with a pick list.)	File Proofs of Claim	
Accounting	Motions/Applications	
Adequate Protection	Motions/Applications	Note the provisions of FRBP 4001(d) as to agreements concerning this relief.
Administrative Expenses	Motions/Applications	
Allow Claims	Motions/Applications	
Allow Payment Arrearages	Motions/Applications	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Amend a Document	Motions/Applications	This Event may be used to seek to amend an order or judgment or to amend a pleading requiring leave of court. In the case of orders and judgments, it ought to be filed within 10 days of entry of the order or judgment to be amended.
Amended Application	Motions/Applications	
Amended Motion	Motions/Applications	
Appear pro hac vice	Motions/Applications	Refer to LBR 2090-1(b).
Appoint Creditors' Committee	Motions/Applications	
Appoint Examiner	Motions/Applications	
Appoint Trustee	Motions/Applications	
Approve	Motions/Applications	Motions to approve settlements fall under this Event.
Assume/Reject	Motions/Applications	
Avoid Lien	Motions/Applications	Serve the motion and notice like you would a summons and complaint. Read FRBP 9013 and 7004.
Borrow	Motions/Applications	Used for motions to borrow money, obtain credit, etc.
Compel	Motions/Applications	
Compel Abandonment of Property (FEE)	Motions/Applications	Debtors may use this Event to seek payment or turnover exempt property or other property in which there is no equity for the benefit of the estate.
Compensation	Motions/Applications	This Event is for a fee application and/or to seek reimbursement of expenses for a one-time request (e.g., a real estate broker's commission or an accountant's fees).
Compromise	Motions/Applications	
Consolidate	Motions/Applications	Not to be confused with motion for joint administration.
Contempt	Motions/Applications	
Continue Hearing	Motions/Applications	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Convert Case to 11 (FEE)	Motions/Applications	The fee is the difference between the fee for filing a Chapter 11 and the fee paid for filing the case to be converted.
Convert Case to 12	Motions/Applications	
Convert Case to 13	Motions/Applications	
Convert Case to Ch. 7 (FEE)	Motions/Applications	Any motion to convert a case to Chapter 7 requires payment of a fee. See the fee schedule on the court's web site for current fees.
Deconsolidate Case(s)	Motions/Applications	Used only if two or more cases have been jointly administered or consolidated by previous court order.
Defer Payment of Filing Fee	Motions/Applications	Only used by trustees.
Determine Tax Liability	Motions/Applications	
Disallow Claims	Motions/Applications	
Dismiss Case	Motions/Applications	In cases other than ones under Chapter 13, note the 20 day notice requirement in FRBP 2002(a).
Dismiss Party	Motions/Applications	
Dismiss/Withdraw Document	Motions/Applications	Use this Event to withdraw a document previously filed using any Event in any Category. Be sure to relate the withdrawal to the document being withdrawn.
Employ	Motions/Applications	Use to seek approval of employment of any professional.
Examination	Motions/Applications	Use for FRBP 2004 examinations.
Expedite Hearing	Motions/Applications	
Extend Exclusivity	Motions/Applications	
Extend Plan Payments	Motions/Applications	
Extend Time	Motions/Applications	Use for any extension request (e.g., filing schedules and statements, responses, and proposed orders).
Final Decree	Motions/Applications	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Final Fees	Motions/Applications	Should always include the fee annex in the form of LBF 2016-1A. The fee annex should be filed as an attachment.
Generic Application	Motions/Applications	If you are unable to find an application Event that describes generally the relief being sought, use this Event, keeping in mind that what is important is not matching an Event to the precise title you give to a motion but rather selecting Events.
Generic Motion	Motions/Applications	If you are unable to find a motion Event that describes generally the relief being sought, use this Event, keeping in mind that what is important is not matching an Event to the precise title you give to a motion but rather selecting Events.
Generic Motion Second Part	Motions/Applications	
Hardship Discharge	Motions/Applications	
Interim Fees	Motions/Applications	Should always include the fee annex in the form of LBF 2016-1B. The fee annex should be filed as an attachment.
Joinder	Motions/Applications	
Joint Administration	Motions/Applications	Not to be confused with a motion to consolidate.
Leave to Appeal	Motions/Applications	
Limit Notice	Motions/Applications	As a general rule, notice of a motion to limit notice stating how to get notice if the motion is granted must be served on any party that would otherwise no longer receive notice if the motion is granted.
Limited Admissions	Motions/Applications	
Pay	Motions/Applications	
Pay Filing Fee in Installments	Motions/Applications	It is essential that the blanks be filled in on this court-approved form. The first installment should match the amount of filing fee being paid stated during the process of opening the case (if the case was opened electronically).
Preliminary Injunction	Motions/Applications	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Prohibit Use of Cash Collateral	Motions/Applications	
Protective Order	Motions/Applications	
Quash	Motions/Applications	
Reaffirmation	Motions/Applications	
Reclassify Claims	Motions/Applications	
Reconsider	Motions/Applications	Review FRBP 9023.
Recusal	Motions/Applications	
Redeem	Motions/Applications	
Reduce Attorney's Fee	Motions/Applications	Use this Event in a Chapter 13 case, where attorney's fees up to a set amount may be paid without having to file a fee application.
Reinstate Case	Motions/Applications	Use if the case is dismissed but not closed.
Relief from Co-Debtor Stay	Motions/Applications	Use this Event in a Chapter 12 or Chapter 13 case if the <u>only</u> respondent is the co-debtor. If the motion for stay relief names other respondents, such as the debtor or trustee, use the "Motion for Relief from Stay (FEE)" Event instead.
Relief from Stay (FEE)	Motions/Applications	Note the provisions of FRBP 4001(d) as to agreements concerning this relief.
Remand	Motions/Applications	
Remove Debtor as Debtor in Possession	Motions/Applications	
Reopen Chapter 11 Case (FEE)	Motions/Applications	
Reopen Chapter 12 Case (FEE)	Motions/Applications	
Reopen Chapter 7/13 Case (FEE)	Motions/Applications	
Sanctions	Motions/Applications	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Sell	Motions/Applications	Note the provisions of FRBP 4001(d) as to agreements concerning this relief. See also LBR 6004-1.
Set Last Day to File Proofs of Claim	Motions/Applications	See LBR 3001-1.
Sever Chapter 11 Case (FEE)	Motions/Applications	Use to sever or “split” a jointly-filed case.
Sever Chapter 12 Case (FEE)	Motions/Applications	Use to sever or “split” a jointly-filed case.
Sever Chapter 7/13 Case (FEE)	Motions/Applications	Use to sever or “split” a jointly-filed case.
Stay	Motions/Applications	
Stay Pending Appeal	Motions/Applications	
Strike	Motions/Applications	
Substitute Attorney	Motions/Applications	This Event is an alternative way for an attorney to withdraw as counsel and another attorney to appear in the case.
Substitute Party	Motions/Applications	
Telephonic Hearing	Motions/Applications	
Temporary Restraining Order	Motions/Applications	
Transfer Case	Motions/Applications	A hearing date is always required before filing.
Trustee Commission	Motions/Applications	
Use Cash Collateral	Motions/Applications	
Vacate	Motions/Applications	
Vacate Discharge	Motions/Applications	
Waiver Pay Order	Motions/Applications	
Withdraw as Attorney	Motions/Applications	Read LBR 2091-1.
Withdrawal of Reference (FEE)	Motions/Applications	Read LBR 5011-1.

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Notice of Attorney Withdrawal	Notices	
Notice of Dismissal	Notices	
Notice of Hearing	Notices	
Notice of Rescheduled First Meeting of Creditors	Notices	This Event requires the user to insert the new date, time and place for the 341 meeting. This information must be obtained from the trustee. Fill out the scheduling information very carefully.
Notice of Settlement	Notices	
Notice of Voluntary Conversion to Chapter 7 (FEE)	Notices	
Notice of Voluntary Dismissal (Chapter 13 ONLY)	Notices	
Notice of Withdrawal of Document	Notices	Use this Event to withdraw a document previously filed using any Event in any Category. Be sure to relate the withdrawal to the document being withdrawn.
20 Largest Unsecured Creditors	Other/Miscellaneous	
Affidavit	Other/Miscellaneous	
Affidavit of Marriage	Other/Miscellaneous	When joint petitioners have two different last names, this is required to indicate that the parties are legally married.
Affidavit of Non-Compliance	Other/Miscellaneous	See LBR 9071-1.
Amended Creditor Matrix (FEE)	Other/Miscellaneous	Use only if amending the matrix, not schedules.
Amended Schedules D,E,F (FEE)	Other/Miscellaneous	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Amended Schedules/Statements	Other/Miscellaneous	Use to amend any schedule or statement not requiring a fee.
Brief	Other/Miscellaneous	
Certificate of Service	Other/Miscellaneous	
Chapter 11 Ballots	Other/Miscellaneous	Use only if the court has previously indicated that the actual ballots should be filed with the court.
Creditor Disk	Other/Miscellaneous	
Creditor Request for Notices	Other/Miscellaneous	Use only for a creditor's appearance requesting notices in the case.
Declaration	Other/Miscellaneous	
Disclosure of Compensation of Attorney for Debtor	Other/Miscellaneous	
Equity Security Holders	Other/Miscellaneous	
Exhibit	Other/Miscellaneous	Unless directed to do so by the court, do not file exhibits used or to be used at a hearing or trial.
Interrogatories	Other/Miscellaneous	Use this Event in the hopefully unlikely event that it is necessary to file interrogatories.
Involuntary Petition (Chapter 11)	Other/Miscellaneous	
Involuntary Petition (Chapter 7)	Other/Miscellaneous	
Involuntary Petition - Add Party	Other/Miscellaneous	
Involuntary Summons Service Executed	Other/Miscellaneous	
Involuntary Summons Service Unexecuted	Other/Miscellaneous	
Matrix	Other/Miscellaneous	
Memorandum of Law	Other/Miscellaneous	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Notice of Appearance and Request for Notice	Other/Miscellaneous	Use only for an attorney's appearance on behalf of a named client; the notice may be a general appearance or may be limited to a specific matter or may be limited to asking to be served with notices.
Notice of Appearance of Child Support Creditor	Other/Miscellaneous	See 11 U.S.C. § 501 note.
Notice of Change of Address	Other/Miscellaneous	Use to change address for debtor or creditor.
Notice of Installment Payment	Other/Miscellaneous	Use to make payment on behalf of a debtor.
Objection to Debtor's Claim of Exemptions	Other/Miscellaneous	
Operating Report	Other/Miscellaneous	
Proposed Order	Other/Miscellaneous	
Reaffirmation Agreement	Other/Miscellaneous	
Request for Telephonic Hearing	Other/Miscellaneous	
Schedule A	Other/Miscellaneous	
Schedule B	Other/Miscellaneous	
Schedule C	Other/Miscellaneous	
Schedule D	Other/Miscellaneous	
Schedule E	Other/Miscellaneous	
Schedule F	Other/Miscellaneous	
Schedule G	Other/Miscellaneous	
Schedule H	Other/Miscellaneous	
Schedule I	Other/Miscellaneous	
Schedule J	Other/Miscellaneous	
Schedules A-J	Other/Miscellaneous	
Statement of Financial Affairs	Other/Miscellaneous	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Statement of Intent	Other/Miscellaneous	
Statement of Parent/Public Companies	Other/Miscellaneous	Must be filed per AO 1074-1.
Stipulation	Other/Miscellaneous	
Summary of Schedules	Other/Miscellaneous	
Voluntary Petition (Chapter 11)	Other/Miscellaneous	
Voluntary Petition (Chapter 12)	Other/Miscellaneous	
Voluntary Petition (Chapter 13)	Other/Miscellaneous	
Voluntary Petition (Chapter 7)	Other/Miscellaneous	
Voluntary Petition (Chapter 9)	Other/Miscellaneous	
Waiver of Discharge	Other/Miscellaneous	
Amended Chapter 11 Plan	Plan (11, 12, 13)& Disclosure Stmt	
Amended Chapter 12 Plan	Plan (11, 12, 13) & Disclosure Stmt	
Amended Chapter 13 Plan	Plan (11, 12, 13) & Disclosure Stmt	
Amended Disclosure Statement	Plan (11, 12, 13) & Disclosure Stmt	
Chapter 11 Plan	Plan (11, 12, 13) & Disclosure Stmt	
Chapter 12 Plan	Plan (11, 12, 13) & Disclosure Stmt	
Chapter 13 Plan	Plan (11, 12, 13) & Disclosure Stmt	

Event (Main Bankruptcy Cases)	Category – Sub-Category	Notes
Chapter 9 Plan	Plan (11, 12, 13) & Disclosure Stmt	
Disclosure Statement	Plan (11, 12, 13) & Disclosure Stmt	
Objection to Confirmation of Plan	Plan (11, 12, 13) & Disclosure Stmt	Use to object to confirmation in any chapter.
Objection to Disclosure Statement	Plan (11, 12, 13) & Disclosure Stmt	

ADVERSARY PROCEEDINGS

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Consent	Answers/Objections – Reference an Existing Document	
Objection	Answers/Objections – Reference an Existing Document	
Reply	Answers/Objections – Reference an Existing Document	
Response	Answers/Objections – Reference an Existing Document	
Answer to complaint, cross-claim, third-party complaint or counterclaim. (The Event is assumed; the user is not presented with a pick list.)	Answers/Objections – Complaint, 3 rd , cross, counter	Use this Event to file an initial answer to a complaint or to file an initial answer to a third-party complaint, cross-claim or a counterclaim. An initial answer to an original complaint or an initial answer to an original counterclaim or crossclaim filed separately from an answer, may include a third-party complaint, cross-claim and/or counterclaim. Otherwise, an answer or amended answer should not include a counterclaim, crossclaim or third-party complaint which should be filed as separate documents.
Appellant Designation	Appeal	
Appellee Designation	Appeal	
Cross Appeal (FEE)	Appeal	
Notice of Appeal (FEE)	Appeal	
Request for Transcript re: Appeal	Appeal	

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Statement of Election to DC	Appeal	
Statement of Issues on Appeal	Appeal	
Transcript Re: Appeal	Appeal	
Amended Complaint	Complaint & Summons	One should use this Event to file an amended complaint, counterclaim or crossclaim.
Complaint	Complaint & Summons	This Event is needed to power the opening of an adversary proceeding and would not normally be used by attorneys.
Counterclaim	Complaint & Summons	Use this Event to file a counterclaim as a separate document from an answer.
Crossclaim	Complaint & Summons	Use this Event to file a crossclaim as a separate document from an answer or when filing a crossclaim against another plaintiff.
Notice of Removal	Complaint & Summons	Use this Event to file the docket sheet in the removed state court case, and include as separate attachments each document (e.g., complaint, answers, motions, stipulations, orders, etc.) filed in the state court.
Registration of Foreign Judgment	Complaint & Summons	
Summons Service Executed	Complaint & Summons	Use to file a certificate of service after the summons has been served.
Summons Service Unexecuted	Complaint & Summons	
Third-Party Complaint	Complaint & Summons	Use this Event to file a third-party complaint as a separate document from an answer.
Amend a Document	Motions/Applications	
Amended Application	Motions/Applications	
Amended Motion	Motions/Applications	
Appear pro hac vice	Motions/Applications	
Approve	Motions/Applications	
Compel	Motions/Applications	

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Compromise	Motions/Applications	
Consolidate	Motions/Applications	
Consolidate for Trial	Motions/Applications	
Contempt	Motions/Applications	
Continue Hearing	Motions/Applications	
Deconsolidate Case(s)	Motions/Applications	
Default	Motions/Applications	
Default Judgment	Motions/Applications	
Defer Payment of Filing Fee	Motions/Applications	Only used by trustees.
Dismiss Adversary Proceeding	Motions/Applications	
Dismiss Party	Motions/Applications	
Dismiss/Withdraw Document	Motions/Applications	
Examination	Motions/Applications	
Expedite Hearing	Motions/Applications	
Extend Time	Motions/Applications	
Generic Application	Motions/Applications	If you are unable to find an application Event that describes generally the relief being sought, use this Event, keeping in mind that what is important is not matching an Event to the precise title you give to a motion but rather selecting Events.
Generic Motion	Motions/Applications	If you are unable to find a motion Event that describes generally the relief being sought, use this Event, keeping in mind that what is important is not matching an Event to the precise title you give to a motion but rather selecting Events.
Generic Motion Second Part	Motions/Applications	
Intervene	Motions/Applications	
Joinder	Motions/Applications	

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Jury Trial	Motions/Applications	
Leave to Appeal	Motions/Applications	
Limited Admissions	Motions/Applications	
More Definite Statement	Motions/Applications	
Partial Summary Judgment	Motions/Applications	
Preliminary Injunction	Motions/Applications	
Protective Order	Motions/Applications	
Quash	Motions/Applications	
Reconsider	Motions/Applications	
Recusal	Motions/Applications	
Reinstate Case	Motions/Applications	
Remand	Motions/Applications	
Reopen Adversary Proceeding (FEE)	Motions/Applications	
Sanctions	Motions/Applications	
Stay	Motions/Applications	
Stay Pending Appeal	Motions/Applications	
Strike	Motions/Applications	
Substitute Attorney	Motions/Applications	
Substitute Party	Motions/Applications	
Summary Judgment	Motions/Applications	
Telephonic Hearing	Motions/Applications	
Temporary Restraining Order	Motions/Applications	
Transfer Adversary	Motions/Applications	
Vacate	Motions/Applications	
Withdraw As Attorney	Motions/Applications	See LBR 2091-1.
Withdrawal of Reference (FEE)	Motions/Applications	

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Affidavit	Notices/Miscellaneous	
Affidavit of Non-Compliance	Notices/Miscellaneous	
Brief	Notices/Miscellaneous	
Certificate of Service	Notices/Miscellaneous	
Exhibit	Notices/Miscellaneous	Unless directed to do so by the court, do not file exhibits used or to be used at a hearing or trial.
Final Pretrial Statement	Notices/Miscellaneous	See LBR 7016-2.
Interrogatories	Notices/Miscellaneous	
Memorandum of Law	Notices/Miscellaneous	
Notice of Appearance and Request for Notice	Notices/Miscellaneous	
Notice of Appearance of Child Support Creditor	Notices/Miscellaneous	See 11 U.S.C. § 501 note.
Notice of Attorney Withdrawal	Notices/Miscellaneous	See LBR 2091-1.
Notice of Hearing	Notices/Miscellaneous	
Notice of Settlement	Notices/Miscellaneous	
Notice of Stipulated Dismissal in an Adversary Proceeding	Notices/Miscellaneous	
Notice of Withdrawal of Document	Notices/Miscellaneous	
Pretrial Statement	Notices/Miscellaneous	See LBR 7026-1.
Statement of Parent/Public Companies	Notices/Miscellaneous	Must be filed per AO 1074-1.
Stipulation	Notices/Miscellaneous	
Witness & Exhibit List	Notices/Miscellaneous	Use to file witness and exhibit lists. Unless directed to do so by the court, do not file exhibits used or to be used at a hearing or trial.

Event (Adversary Proceedings)	Category – Sub-Category	Notes
Complaint (The Event is not selected from a list; user indicates on opening screen whether a complaint is being filed. If yes, the Event is a complaint. If no, the Event is a notice of removal.)	Open an Adversary Proceeding/Misc Proceeding Case	A petition under section 304 cannot be filed electronically at this time.

Appendix 2

Key Word Index of Filing Events

The two tables below (the first for main bankruptcy cases and the second for adversary proceedings) contain lists of Events (column 1) by Category (column 2) in the same order in which the Categories and Events within them appear in CM/ECF.

Use the key word indices below (the first for filing documents in a main bankruptcy case and the second for filing in an adversary proceeding) to find the Event or Events that best describe the document the user wishes to file. Events displayed in **bold** have **notes** in Appendix 1. Categories and Sub-Categories are in italics.

Filing Events in Main Bankruptcy Cases

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
2004	Examination /// <i>Motions/Applications</i>
341	Notice of Rescheduled First Meeting of Creditors /// <i>Notices</i>
362	Relief from Stay (FEE) /// <i>Motions/Applications</i>
363	Borrow /// <i>Motions/Applications</i>
abandonment	Compel Abandonment of Property (FEE) /// <i>Motions/Applications</i>
accountant	Employ /// <i>Motions/Applications</i>
accounting	<i>Accounting</i> /// <i>Motions/Applications</i>
address	Notice of Change of Address /// <i>Other/Miscellaneous</i>
adequate	Adequate Protection /// <i>Motions/Applications</i>
adequate	<i>Prohibit Use of Cash Collateral</i> /// <i>Motions/Applications</i>
administration	Joint Administration /// <i>Motions/Applications</i>
administrative	<i>Administrative Expenses</i> /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
admission	Appear pro hac vice /// <i>Motions/Applications</i>
admissions	Limited Admissions /// <i>Motions/Applications</i>
affidavit	Affidavit /// <i>Other/Miscellaneous</i>
affidavit	Affidavit of Marriage /// <i>Other/Miscellaneous</i>
affidavit	Affidavit of Non-Compliance /// <i>Other/Miscellaneous</i>
allow	Allow Claims /// <i>Motions/Applications</i>
allow	Allow Payment of Arrearages /// <i>Motions/Applications</i>
amend	Amend a Document /// <i>Motions/Applications</i>
amend	Amended Application /// <i>Motions/Applications</i>
amend	Amended Motion /// <i>Motions/Applications</i>
amend	Amended Chapter 11 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
amend	Amended Chapter 12 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
amend	Amended Chapter 13 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
amend	Amended Disclosure Statement /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
amend	Amended Creditor Matrix (FEE) /// <i>Other/Miscellaneous</i>
amend	Amended Schedules D,E,F (FEE) /// <i>Other/Miscellaneous</i>
amend	Amended Schedules/Statements /// <i>Other/Miscellaneous</i>
answer	Involuntary /// <i>Objection/Response - Involuntary Answers</i>
appeal	Appellant Designation /// <i>Appeal</i>
appeal	Appellee Designation /// <i>Appeal</i>
appeal	Cross Appeal /// <i>Appeal</i>
appeal	Notice of Appeal /// <i>Appeal</i>
appeal	Request for Transcript re: Appeal /// <i>Appeal</i>
appeal	Stay Pending Appeal /// <i>Motions/Applications</i>
appeal	Statement of Election to DC /// <i>Appeal</i>
appeal	Statement of Issues on Appeal /// <i>Appeal</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
appeal	Transcript Re: Appeal /// <i>Appeal</i>
appear	Appear pro hac vice /// <i>Motions/Applications</i>
appearance	Notice of Appearance and Request for Notice /// <i>Other/Miscellaneous</i>
appearance	Notice of Appearance Child Support Creditor /// <i>Other/Miscellaneous</i>
appellant	Appellant Designation /// <i>Appeal</i>
appellee	Appellee Designation /// <i>Appeal</i>
application	Generic Application /// <i>Motions/Applications</i>
appoint	Appoint Creditors' Committee /// <i>Motions/Applications</i>
appoint	Appoint Examiner /// <i>Motions/Applications</i>
appoint	Appoint Trustee /// <i>Motions/Applications</i>
approve	Approve /// <i>Motions/Applications</i>
assume	Assume/Reject /// <i>Motions/Applications</i>
attorney	Disclosure of Compensation of Attorney for Debtor /// <i>Other/Miscellaneous</i>
attorney	Employ /// <i>Motions/Applications</i>
attorney	Substitute Attorney /// <i>Motions/Applications</i>
attorney	Withdraw as Attorney /// <i>Motions/Applications</i>
attorney	Notice of Attorney Withdrawal /// <i>Notices</i>
auction	Sell /// <i>Motions/Applications</i>
authority	Use Cash Collateral /// <i>Motions/Applications</i>
automatic	Relief from Stay (FEE) /// <i>Motions/Applications</i>
automatic	Relief from Co-Debtor Stay /// <i>Motions/Applications</i>
avoid	Avoid Lien /// <i>Motions/Applications</i>
ballot	Chapter 11 Ballots /// <i>Other/Miscellaneous</i>
bar	Set Last Day to File Proofs of Claim /// <i>Motions/Applications</i>
bid	Sell /// <i>Motions/Applications</i>
borrow	Borrow /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
cash	Use Cash Collateral /// <i>Motions/Applications</i>
cash	Prohibit Use of Cash Collateral /// <i>Motions/Applications</i>
certificate	Certificate of Service /// <i>Other/Miscellaneous</i>
change	Notice of Change of Address /// <i>Other/Miscellaneous</i>
claim	Disallow Claims /// <i>Motions/Applications</i>
claim	<i>File Proofs of Claim</i>
claim	Objection to Claim(s) /// <i>Claims Actions</i>
claim	Objection to Transfer/Assignment of Claim /// <i>Claims Actions</i>
claim	Set Last Day to File Proofs of Claim /// <i>Motions/Applications</i>
claim	Transfer/Assignment of Claim /// <i>Claims Actions</i>
claim	Withdrawal of Claim /// <i>Claims Actions</i>
co-debtor	Relief from Co-Debtor Stay /// <i>Motions/Applications</i>
committee	Appoint Creditors' Committee /// <i>Motions/Applications</i>
compel	Compel /// <i>Motions/Applications</i>
compel	Compel Abandonment of Property (FEE) /// <i>Motions/Applications</i>
compensation	Compensation /// <i>Motions/Applications</i>
compensation	Disclosure of Compensation of Attorney for Debtor /// <i>Other/Miscellaneous</i>
compensation	Final Fees /// <i>Motions/Applications</i>
compensation	Interim Fees /// <i>Motions/Applications</i>
compromise	Compromise /// <i>Motions/Applications</i>
confirmation	Amended Chapter 11 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
confirmation	Amended Chapter 12 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
confirmation	Amended Chapter 13 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
confirmation	Chapter 11 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
confirmation	Chapter 12 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
confirmation	Chapter 13 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
confirmation	Chapter 9 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
confirmation	Objection to Confirmation of Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
consent	Consent /// <i>Objection/Response - Reference an Existing Document</i>
consolidate	Consolidate /// <i>Motions/Applications</i>
contempt	Contempt /// <i>Motions/Applications</i>
continue	Continue Hearing /// <i>Motions/Applications</i>
contract	Assume/Reject /// <i>Motions/Applications</i>
convert	Convert Case to 11 (FEE) /// <i>Motions/Applications</i>
convert	Convert Case to 12 /// <i>Motions/Applications</i>
convert	Convert Case to 13 /// <i>Motions/Applications</i>
convert	Convert Case to 7 (FEE) /// <i>Motions/Applications</i>
convert	Notice of Voluntary Conversion to Chapter 7 (FEE) /// <i>Notices</i>
credit	Borrow /// <i>Motions/Applications</i>
creditor	20 Largest Unsecured Creditors /// <i>Other/Miscellaneous</i>
creditor	Creditor Disk /// <i>Other/Miscellaneous</i>
creditor	Creditor Request for Notices /// <i>Other/Miscellaneous</i>
debt	Borrow /// <i>Motions/Applications</i>
declaration	Declaration /// <i>Other/Miscellaneous</i>
deconsolidate	Deconsolidate Case(s) /// <i>Motions/Applications</i>
decree	Final Decree /// <i>Motions/Applications</i>
defer	Defer Payment of Filing Fee /// <i>Motions/Applications</i>
designation	Appellant Designation /// <i>Appeal</i>
designation	Appellee Designation /// <i>Appeal</i>
disallow	Disallow Claims /// <i>Motions/Applications</i>
discharge	Waiver of Discharge /// <i>Other/Miscellaneous</i>
disclosure	Amended Disclosure Statement /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
disclosure	Disclosure Statement /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
disclosure	Objection to Disclosure Statement /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
disclosure	Disclosure of Compensation of Attorney for Debtor /// <i>Other/Miscellaneous</i>
discovery	Compel /// <i>Motions/Applications</i>
dismiss	Dismiss Case /// <i>Motions/Applications</i>
dismiss	Dismiss Party /// <i>Motions/Applications</i>
dismiss	Dismiss/Withdraw Document /// <i>Motions/Applications</i>
dismissal	Notice of Dismissal /// <i>Notices</i>
dismissal	Notice of Voluntary Dismissal (Chapter 13 ONLY) /// <i>Notices</i>
document	Dismiss/Withdraw Document /// <i>Motions/Applications</i>
employ	Employ /// <i>Motions/Applications</i>
equity	Equity Security Holders /// <i>Other/Miscellaneous</i>
examination	Examination /// <i>Motions/Applications</i>
examiner	Appoint Examiner /// <i>Motions/Applications</i>
exclusivity	Extend Exclusivity /// <i>Motions/Applications</i>
executory	Assume/Reject /// <i>Motions/Applications</i>
exemption	Objection to Debtor's Claim of Exemptions /// <i>Other/Miscellaneous</i>
exhibit	Exhibit /// <i>Other/Miscellaneous</i>
expedite	Expedite Hearing /// <i>Motions/Applications</i>
expenses	Compensation /// <i>Motions/Applications</i>
expenses	Interim Fees /// <i>Motions/Applications</i>
expenses	Final Fees /// <i>Motions/Applications</i>
extend	Extend Exclusivity /// <i>Motions/Applications</i>
extend	Extend Plan Payments /// <i>Motions/Applications</i>
extend	Extend Time /// <i>Motions/Applications</i>
fee	Defer Payment of Filing Fee /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
fee	Pay Filing Fee in Installments /// <i>Motions/Applications</i>
fees	Final Fees /// <i>Motions/Applications</i>
fees	Interim Fees /// <i>Motions/Applications</i>
file	<i>File Proofs of Claim</i>
final	Final Decree /// <i>Motions/Applications</i>
final	Final Fees /// <i>Motions/Applications</i>
financial	Statement of Financial Affairs /// <i>Other/Miscellaneous</i>
hardship	Hardship Discharge /// <i>Motions/Applications</i>
hearing	Expedite Hearing /// <i>Motions/Applications</i>
hearing	Notice of Hearing /// <i>Notices</i>
hearing	Telephonic Hearing /// <i>Motions/Applications</i>
incur	Borrow /// <i>Motions/Applications</i>
installment	Notice of Installment Payment /// <i>Other/Miscellaneous</i>
interim	Interim Fees /// <i>Motions/Applications</i>
interrogatories	Interrogatories /// <i>Notices</i>
interrogatories	Interrogatories /// <i>Other/Miscellaneous</i>
involuntary	Involuntary Petition (Chapter 11) /// <i>Other/Miscellaneous</i>
involuntary	Involuntary Petition (Chapter 7) /// <i>Other/Miscellaneous</i>
involuntary	Involuntary Petition - Add Party /// <i>Other/Miscellaneous</i>
involuntary	Involuntary Summons Service Executed /// <i>Other/Miscellaneous</i>
involuntary	Involuntary Summons Service Unexecuted /// <i>Other/Miscellaneous</i>
join	Joinder /// <i>Motions/Applications</i>
joint	Joint Administration /// <i>Motions/Applications</i>
late	Allow Claims /// <i>Motions/Applications</i>
lease	Assume/Reject /// <i>Motions/Applications</i>
leave	Leave to Appeal /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
lien	Avoid Lien /// <i>Motions/Applications</i>
limit	Limit Notice /// <i>Motions/Applications</i>
limited	Limited Admissions /// <i>Motions/Applications</i>
matrix	Matrix /// <i>Other/Miscellaneous</i>
meeting	Notice of Rescheduled First Meeting of Creditors /// <i>Notices</i>
memorandum	Memorandum of Law /// <i>Other/Miscellaneous</i>
moratorium	Extend Plan Payments /// <i>Motions/Applications</i>
motion	Generic Motion /// <i>Motions/Applications</i>
motion	Generic Motion Second Part /// <i>Motions/Applications</i>
notice	Notice of Attorney Withdrawal /// <i>Notices</i>
notice	Notice of Appearance and Request for Notice /// <i>Other/Miscellaneous</i>
notice	Notice of Appearance of Child Support Creditor /// <i>Other/Miscellaneous</i>
notice	Notice of Change of Address /// <i>Other/Miscellaneous</i>
notice	Notice of Dismissal /// <i>Notices</i>
notice	Notice of Hearing /// <i>Notices</i>
notice	Notice of Installment Payment /// <i>Other/Miscellaneous</i>
notice	Notice of Rescheduled First Meeting of Creditors /// <i>Notices</i>
notice	Notice of Settlement /// <i>Notices</i>
notice	Notice of Voluntary Conversion to Chapter 7 (FEE) /// <i>Notices</i>
notice	Notice of Voluntary Dismissal (Chapter 13 ONLY) /// <i>Notices</i>
notice	Notice of Withdrawal of Document /// <i>Notices</i>
objection	Objection to Claim(s) /// <i>Claims Actions</i>
objection	Objection to Confirmation of Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
objection	Objection to Debtor's Claim of Exemptions /// <i>Other/Miscellaneous</i>
objection	Objection to Disclosure Statement /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
objection	Objection to Transfer/Assignment of Claim /// <i>Claims Actions</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
objection	Objection /// <i>Objection/Response - Reference an Existing Document</i>
operating	Operating Report /// <i>Other/Miscellaneous</i>
order	Proposed Order /// <i>Other/Miscellaneous</i>
party	Substitute Party /// <i>Motions/Applications</i>
pay	Pay /// <i>Motions/Applications</i>
pay	Pay Filing Fee in Installments /// <i>Motions/Applications</i>
payment	Extend Plan Payments /// <i>Motions/Applications</i>
payment	Defer Payment of Filing Fee /// <i>Motions/Applications</i>
payment	Pay Filing Fee in Installments /// <i>Motions/Applications</i>
petition	Voluntary Petition (Chapter 11) /// <i>Other/Miscellaneous</i>
petition	Voluntary Petition (Chapter 12) /// <i>Other/Miscellaneous</i>
petition	Voluntary Petition (Chapter 13) /// <i>Other/Miscellaneous</i>
petition	Voluntary Petition (Chapter 7) /// <i>Other/Miscellaneous</i>
petition	Voluntary Petition (Chapter 9) /// <i>Other/Miscellaneous</i>
plan	Amended Chapter 11 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Amended Chapter 12 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Amended Chapter 13 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Chapter 11 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Chapter 12 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Chapter 13 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Chapter 9 Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
plan	Objection to Confirmation of Plan /// <i>Plan (11, 12, 13) & Disclosure Stmt</i>
pleading	Amend a Document /// <i>Motions/Applications</i>
pleading	Dismiss/Withdraw Document /// <i>Motions/Applications</i>
preliminary	Preliminary Injunction /// <i>Motions/Applications</i>
pro hac vice	Appear pro hac vice /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
professional	Disclosure of Compensation of Attorney for Debtor /// <i>Other/Miscellaneous</i>
professional	Employ /// <i>Motions/Applications</i>
prohibit	Prohibit Use of Cash Collateral /// <i>Motions/Applications</i>
proof	Allow Claims /// <i>Motions/Applications</i>
property	Compel Abandonment of Property (FEE) /// <i>Motions/Applications</i>
proposed order	Proposed Order /// <i>Other/Miscellaneous</i>
protection	Adequate Protection /// <i>Motions/Applications</i>
protective	Protective Order /// <i>Motions/Applications</i>
quash	Quash /// <i>Motions/Applications</i>
reaffirmation	Reaffirmation /// <i>Motions/Applications</i>
reaffirmation	Reaffirmation Agreement /// <i>Other/Miscellaneous</i>
reconsider	Reconsider /// <i>Motions/Applications</i>
recuse	Recusal /// <i>Motions/Applications</i>
redeem	Redeem /// <i>Motions/Applications</i>
reduce	Reduce Attorney's Fee /// <i>Motions/Applications</i>
reference	Withdrawal of Reference (FEE) /// <i>Motions/Applications</i>
reimbursement	Compensation /// <i>Motions/Applications</i>
reimbursement	Interim Fees /// <i>Motions/Applications</i>
reimbursement	Final Fees /// <i>Motions/Applications</i>
reinstate	Reinstate Case /// <i>Motions/Applications</i>
reject	Assume/Reject /// <i>Motions/Applications</i>
relief	Relief from Co-Debtor Stay /// <i>Motions/Applications</i>
relief	Relief from Stay (FEE) /// <i>Motions/Applications</i>
remand	Remand /// <i>Motions/Applications</i>
remove	Remove Debtor as Debtor in Possession /// <i>Motions/Applications</i>
reopen	Reopen Chapter 11 Case (FEE) /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
reopen	Reopen Chapter 12 Case (FEE) /// <i>Motions/Applications</i>
reopen	Reopen Chapter 7/13 (FEE) /// <i>Motions/Applications</i>
reply	Reply /// <i>Objection/Response - Reference an Existing Document</i>
report	Operating Report /// <i>Other/Miscellaneous</i>
request	Request for Telephonic Hearing /// <i>Other/Miscellaneous</i>
reschedule	Continue Hearing /// <i>Motions/Applications</i>
response	Response /// <i>Objection/Response - Reference an Existing Document</i>
restraining	Temporary Restraining Order /// <i>Motions/Applications</i>
Rule 60	Reconsider /// <i>Motions/Applications</i>
sanctions	Sanctions /// <i>Motions/Applications</i>
schedules	Schedule A /// <i>Other/Miscellaneous</i>
schedules	Schedule B /// <i>Other/Miscellaneous</i>
schedules	Schedule C /// <i>Other/Miscellaneous</i>
schedules	Schedule D /// <i>Other/Miscellaneous</i>
schedules	Schedule E /// <i>Other/Miscellaneous</i>
schedules	Schedule F /// <i>Other/Miscellaneous</i>
schedules	Schedule G /// <i>Other/Miscellaneous</i>
schedules	Schedule H /// <i>Other/Miscellaneous</i>
schedules	Schedule I /// <i>Other/Miscellaneous</i>
schedules	Schedule J /// <i>Other/Miscellaneous</i>
schedules	Schedules A-J /// <i>Other/Miscellaneous</i>
sell	Sell /// <i>Motions/Applications</i>
service	Certificate of Service /// <i>Other/Miscellaneous</i>
set	Set Last Day to File Proofs of Claim /// <i>Motions/Applications</i>
settlement	Compromise /// <i>Motions/Applications</i>
settlement	Notice of Settlement /// <i>Notices</i>

Key Word	Event (Main Bankruptcy Cases) /// <i>Category – Sub-Category</i>
sever	Sever Chapter 11 Case (FEE) /// <i>Motions/Applications</i>
sever	Sever Chapter 12 Case (FEE) /// <i>Motions/Applications</i>
sever	Sever Chapter 7/13 Case (FEE) /// <i>Motions/Applications</i>
statement	Statement of Financial Affairs /// <i>Other/Miscellaneous</i>
statement	Statement of Intent /// <i>Other/Miscellaneous</i>
statement	Statement of Parent/Public Companies /// <i>Other/Miscellaneous</i>
stay	Stay /// <i>Motions/Applications</i>
stay	Stay Pending Appeal /// <i>Motions/Applications</i>
stipulation	Stipulation /// <i>Other/Miscellaneous</i>
strike	Strike /// <i>Motions/Applications</i>
substantively	Consolidate /// <i>Motions/Applications</i>
substitute	Substitute Attorney /// <i>Motions/Applications</i>
substitute	Substitute Party /// <i>Motions/Applications</i>
summary	Summary of Schedules /// <i>Other/Miscellaneous</i>
suspend	Extend Plan Payments /// <i>Motions/Applications</i>
tax	Determine Tax Liability /// <i>Motions/Applications</i>
telephone	Telephonic Hearing /// <i>Motions/Applications</i>
telephone	Request for Telephonic Hearing /// <i>Other/Miscellaneous</i>
temporary	Temporary Restraining Order /// <i>Motions/Applications</i>
time	Extend Time /// <i>Motions/Applications</i>
transfer	Transfer Case /// <i>Motions/Applications</i>
trustee	Appoint Trustee /// <i>Motions/Applications</i>
trustee	Trustee Commission /// <i>Motions/Applications</i>
unexpired	Assume/Reject /// <i>Motions/Applications</i>
unsecured	20 Largest Unsecured Creditors /// <i>Other/Miscellaneous</i>
use	Use Cash Collateral /// <i>Motions/Applications</i>

Key Word	Event (Main Bankruptcy Cases) /// Category – Sub-Category
vacate	<i>Vacate /// Motions/Applications</i>
vacate	<i>Vacate Discharge /// Motions/Applications</i>
venue	Transfer Case <i>/// Motions/Applications</i>
voluntary	<i>Notice of Voluntary Conversion to Chapter 7 (FEE) /// Notices</i>
voluntary	<i>Notice of Voluntary Dismissal (Chapter 13 ONLY) /// Notices</i>
voluntary	<i>Voluntary Petition (Chapter 11) /// Other/Miscellaneous</i>
voluntary	<i>Voluntary Petition (Chapter 12) /// Other/Miscellaneous</i>
voluntary	<i>Voluntary Petition (Chapter 13) /// Other/Miscellaneous</i>
voluntary	<i>Voluntary Petition (Chapter 7) /// Other/Miscellaneous</i>
voluntary	<i>Voluntary Petition (Chapter 9) /// Other/Miscellaneous</i>
waiver	<i>Waiver of Discharge /// Other/Miscellaneous</i>
waiver	<i>Waiver Pay Order /// Motions/Applications</i>
withdraw	Withdraw as Attorney <i>/// Motions/Applications</i>
withdraw	Notice of Attorney Withdrawal <i>/// Notices</i>
withdrawal	Notice of Withdrawal of Document <i>/// Notices</i>
withdrawal	Withdrawal of Reference (FEE) <i>/// Motions/Applications</i>

Filing Events in Adversary Proceedings

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
2004	Examination /// <i>Motions/Applications</i>
affidavit	Affidavit /// <i>Notices/Miscellaneous</i>
affidavit	Affidavit of Non-Compliance /// <i>Notices/Miscellaneous</i>
amend	Amended Complaint /// <i>Complaint & Summons</i>
amend	Amend a Document /// <i>Motions/Applications</i>
amend	Amended Application /// <i>Motions/Applications</i>
amend	Amended Motion /// <i>Motions/Applications</i>
answer	Answer to complaint, cross-claim, third-party complaint or counterclaim /// <i>Answers/Objections - Complaint, 3rd, cross, counter</i>
appeal	Appellant Designation /// <i>Appeal</i>
appeal	Appellee Designation /// <i>Appeal</i>
appeal	Cross Appeal /// <i>Appeal</i>
appeal	Leave to Appeal /// <i>Motions/Applications</i>
appeal	Notice of Appeal /// <i>Appeal</i>
appeal	Request for Transcript re: Appeal /// <i>Appeal</i>
appeal	Stay Pending Appeal /// <i>Motions/Applications</i>
appeal	Statement of Election to DC /// <i>Appeal</i>
appeal	Statement of Issues on Appeal /// <i>Appeal</i>
appeal	Stay Pending Appeal /// <i>Motions/Applications</i>
appeal	Transcript Re: Appeal /// <i>Appeal</i>
appearance	Notice of Appearance and Request for Notice /// <i>Other/Miscellaneous</i>
appearance	Notice of Appearance Child Support Creditor /// <i>Other/Miscellaneous</i>
appearance	Appear pro hac vice /// <i>Motions/Applications</i>
appellant	Appellant Designation /// <i>Appeal</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
appellee	Appellee Designation /// <i>Appeal</i>
application	Generic Application /// <i>Motions/Applications</i>
approve	Approve /// <i>Motions/Applications</i>
attorney	Substitute Attorney /// <i>Motions/Applications</i>
attorney	Withdraw As Attorney /// <i>Motions/Applications</i>
brief	Brief /// <i>Notices/Miscellaneous</i>
certificate	Certificate of Service /// <i>Notices/Miscellaneous</i>
compel	Compel /// <i>Motions/Applications</i>
complaint	Amended Complaint /// <i>Complaint & Summons</i>
complaint	Complaint /// <i>Complaint & Summons</i>
compromise	Compromise /// <i>Motions/Applications</i>
consent	Consent /// <i>Answers/Objections - Reference an Existing Document</i>
consolidate	Consolidate /// <i>Motions/Applications</i>
consolidate	Consolidate for Trial /// <i>Motions/Applications</i>
contempt	Contempt /// <i>Motions/Applications</i>
continue	Continue Hearing /// <i>Motions/Applications</i>
counterclaim	Counterclaim /// <i>Complaint & Summons</i>
crossclaim	Crossclaim /// <i>Complaint & Summons</i>
declaration	Affidavit /// <i>Notices/Miscellaneous</i>
default	Default /// <i>Motions/Applications</i>
default	Default Judgment /// <i>Motions/Applications</i>
defer	Defer Payment of Filing Fee /// <i>Motions/Applications</i>
definite	More Definite Statement /// <i>Motions/Applications</i>
designation	Appellant Designation /// <i>Appeal</i>
designation	Appellee Designation /// <i>Appeal</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
discovery	Compel /// <i>Motions/Applications</i>
dismiss	Dismiss Adversary Proceeding /// <i>Motions/Applications</i>
dismiss	Dismiss Party /// <i>Motions/Applications</i>
dismiss	Dismiss/Withdraw Document /// <i>Motions/Applications</i>
document	Dismiss/Withdraw Document /// <i>Motions/Applications</i>
examination	Examination /// <i>Motions/Applications</i>
exhibit	Exhibit /// <i>Notices/Miscellaneous</i>
exhibit	Witness & Exhibit List /// <i>Notices/Applications</i>
expedite	Expedite Hearing /// <i>Motions/Applications</i>
extend	Extend Time /// <i>Motions/Applications</i>
filing fee	Defer Payment of Filing Fee /// <i>Motions/Applications</i>
final	Final Pretrial Statement /// <i>Notices/Miscellaneous</i>
foreign	Registration of Foreign Judgment /// <i>Complaint & Summons</i>
hearing	Notice of Hearing /// <i>Notices/Miscellaneous</i>
injunction	Preliminary Injunction /// <i>Motions/Applications</i>
interrogatories	Interrogatories /// <i>Notices/Miscellaneous</i>
intervene	Intervene /// <i>Motions/Applications</i>
join	Joinder /// <i>Motions/Applications</i>
judgment	Default Judgment /// <i>Motions/Applications</i>
judgment	Partial Summary Judgment /// <i>Motions/Applications</i>
judgment	Summary Judgment /// <i>Motions/Applications</i>
jury	Jury Trial /// <i>Motions/Applications</i>
leave	Leave to Appeal /// <i>Motions/Applications</i>
limited	Limited Admissions /// <i>Motions/Applications</i>
memorandum	Memorandum of Law /// <i>Notices/Miscellaneous</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
more	More Definite Statement /// <i>Motions/Applications</i>
motion	Generic Motion /// <i>Motions/Applications</i>
motion	Generic Motion Second Part /// <i>Motions/Applications</i>
notice	Notice of Appearance and Request for Notice /// <i>Notices/Miscellaneous</i>
notice	Notice of Appearance of Child Support Creditor /// <i>Notices/Miscellaneous</i>
notice	Notice of Attorney Withdrawal /// <i>Notices/Miscellaneous</i>
notice	Notice of Hearing /// <i>Notices/Miscellaneous</i>
notice	Notice of Removal /// <i>Complaint & Summons</i>
notice	Notice of Settlement /// <i>Notices/Miscellaneous</i>
notice	Notice of Stipulated Dismissal in an Adversary Proceeding /// <i>Notices/Miscellaneous</i>
notice	Notice of Withdrawal of Document /// <i>Notices/Miscellaneous</i>
objection	Objection /// <i>Answers/Objections - Reference an Existing Document</i>
partial	Partial Summary Judgment /// <i>Motions/Applications</i>
party	Substitute Party /// <i>Motions/Applications</i>
payment	Defer Payment of Filing Fee /// <i>Motions/Applications</i>
pleading	Amend a Document /// <i>Motions/Applications</i>
pleading	Dismiss/Withdraw Document /// <i>Motions/Applications</i>
preliminary	Preliminary Injunction /// <i>Motions/Applications</i>
pretrial	Final Pretrial Statement /// <i>Notices/Miscellaneous</i>
pretrial	Pretrial Statement /// <i>Notices/Miscellaneous</i>
pro hac vice	Appear pro hac vice /// <i>Motions/Applications</i>
production	Compel /// <i>Motions/Applications</i>
protective	Protective Order /// <i>Motions/Applications</i>
quash	Quash /// <i>Motions/Applications</i>
reconsider	Reconsider /// <i>Motions/Applications</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
recusal	Recusal /// <i>Motions/Applications</i>
reference	Withdrawal of Reference (FEE) /// <i>Motions/Applications</i>
registration	Registration of Foreign Judgment /// <i>Complaint & Summons</i>
reinstate	Reinstate Case /// <i>Motions/Applications</i>
relief	Reconsider /// <i>Motions/Applications</i>
remand	Remand /// <i>Motions/Applications</i>
removal	Notice of Removal /// <i>Complaint & Summons</i>
reopen	Reopen Adversary Proceeding (FEE)/// <i>Motions/Applications</i>
reply	Reply /// <i>Answers/Objections - Reference an Existing Document</i>
response	Response /// <i>Answers/Objections - Reference an Existing Document</i>
restraining	Temporary Restraining Order /// <i>Motions/Applications</i>
Rule 60	Reconsider /// <i>Motions/Applications</i>
sanctions	Sanctions /// <i>Motions/Applications</i>
service	Certificate of Service /// <i>Notices/Miscellaneous</i>
service	Summons Service Executed /// <i>Complaint & Summons</i>
service	Summons Service Unexecuted /// <i>Complaint & Summons</i>
settlement	Compromise /// <i>Motions/Applications</i>
statement	Final Pretrial Statement /// <i>Notices/Miscellaneous</i>
statement	Statement of Parent/Public Companies /// <i>Notices/Miscellaneous</i>
stay	Stay /// <i>Motions/Applications</i>
stay	Stay Pending Appeal /// <i>Motions/Applications</i>
stipulation	Stipulation /// <i>Notices/Miscellaneous</i>
strike	Strike /// <i>Motions/Applications</i>
substantively	Consolidate /// <i>Motions/Applications</i>
substitute	Substitute Attorney /// <i>Motions/Applications</i>

Key Word	Event (Adversary Proceedings) /// Category – Sub-Category
substitute	Substitute Party /// <i>Motions/Applications</i>
summary	Summary Judgment /// <i>Motions/Applications</i>
summons	Summons Service Executed /// <i>Complaint & Summons</i>
summons	Summons Service Unexecuted /// <i>Complaint & Summons</i>
telephone	Telephonic Hearing /// <i>Motions/Applications</i>
temporary	Temporary Restraining Order /// <i>Motions/Applications</i>
third-party	Third-Party Complaint /// <i>Complaint & Summons</i>
transcript	Request for Transcript re: Appeal /// <i>Appeal</i>
transcript	Transcript Re: Appeal /// <i>Appeal</i>
transfer	Transfer Adversary /// <i>Motions/Applications</i>
time	Extend Time /// <i>Motions/Applications</i>
TRO	Temporary Restraining Order /// <i>Motions/Applications</i>
vacate	Transfer Adversary /// <i>Motions/Applications</i>
waive	Defer Payment of Filing Fee /// <i>Motions/Applications</i>
withdraw	Withdraw As Attorney /// <i>Motions/Applications</i>
withdrawal	Withdrawal of Reference (FEE) /// <i>Motions/Applications</i>
witness	Witness & Exhibit List /// <i>Notices/Miscellaneous</i>

Appendix 3

Local Bankruptcy Rule, Administrative Order, and Local Bankruptcy Forms

Below are copies of LBR 5005-4, AO 5005-4, and LBF 5005-4A and 5005-4B, the Court's local bankruptcy rule, administrative order, and local bankruptcy forms pertaining to CM/ECF.

LBR 5005-4

ELECTRONIC FILING

(a) *Acceptance of Electronically Filed Pleadings.* The Court will accept for filing documents submitted, signed, or verified by electronic means that comply with procedures established by the Court for its Case Management/Electronic Case Files system, which is referred to as the "CM/ECF system."

(b) *Waiver of Notice and Service.* Registration with the Court as a filing user of the CM/ECF system will constitute: (1) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

(c) *Service of Documents by Electronic Means.* Each filing user of the CM/ECF system who electronically files a pleading or other document must transmit a "Notice of Electronic Filing" to parties entitled to service or notice under the Federal Rules of Bankruptcy Procedure and these local rules. The "Notice of Electronic Filing" must be transmitted by e-mail, hand, facsimile, or first-class mail postage prepaid. Electronic transmission by the Court of the "Notice of Electronic Filing" generated by the CM/ECF system will constitute service or notice of the filed document. Parties not deemed to have consented to electronic notice or service are entitled to receive a paper copy of any electronically filed pleading or other document and service or notice must be made according to the Federal Rules of Bankruptcy Procedure and these local rules.

AO 5005-4

**ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING, MAINTAINING AND
VERIFYING PLEADINGS AND PAPERS IN THE
CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF) SYSTEM**

(Adopted pursuant to General Order dated March 15, 2002)

(a) Terms. The term “CM/ECF system” is used to refer to the Court’s Case Management/Electronic Case Files system that receives documents filed in electronic form. The term “Filing User” is used to refer to those who have a court-issued log-in and password to file documents electronically. The term “Notice of Electronic Filing” is used to refer to the notice automatically generated by the CM/ECF system each time a document is filed.

(b) Scope of Electronic Filing. All cases filed after April 1, 2002 will be part of the Court’s CM/ECF system. All petitions, motions, memoranda of law, or other pleadings and documents required to be filed must be electronically filed except as expressly provided and in circumstances where the Filing User is prevented from filing electronically, i.e., the CM/ECF system is down. Notwithstanding the foregoing, attorneys and others who are not Filing Users in the CM/ECF system are not required to electronically file pleadings and other papers. Once registered, a Filing User may withdraw from participation in the CM/ECF system by providing the clerk’s office with written notice of the withdrawal.

(c) Eligibility, Registration, Passwords. Attorneys admitted to the bar of this Court (including those admitted pro hac vice), United States trustees and their assistants, private trustees, and others as the Court deems appropriate, may register as Filing Users of the Court’s CM/ECF system upon (1) completion of the Court’s training program; or (2) certification by the clerk in circumstances where completion of the Court’s training program is not warranted. Registration will be in a form prescribed by the clerk and will require the Filing User’s name, address, telephone number, Internet e-mail address, and, in the case of an attorney, a declaration that the attorney is admitted to the bar of this Court.

A party to a pending action who is not represented by an attorney may register as a Filing User in the CM/ECF system, solely for purposes of the action, upon (1) completion of the Court’s training program; or (2) certification by the clerk in circumstances where completion of the Court’s training program is not warranted. Registration will be in a form prescribed by the clerk and will require identification of the action as well as the name, address, telephone number and Internet e-mail address of the party. If, during the course of the action, the party retains an attorney who appears on the party’s behalf, the attorney must advise the clerk to terminate the party’s registration as a Filing User upon the attorney’s appearance.

Appendix 3 Local Bankruptcy Rule, Administrative Order, and Local Bankruptcy Forms

Provided that a Filing User has an Internet e-mail address, registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class or certified mail and consent to receive notice electronically; and (2) waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice by first class or certified mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022.

Once registration is completed, the Filing User will receive notification of the user log-in and password. Filing Users shall protect the security of their passwords and immediately notify the clerk by telephone and by facsimile if they learn that their password has been compromised. Filing Users may be subject to sanctions for failure to comply with this provision.

(d) Consequences of Electronic Filing. Electronic transmission of a document to the CM/ECF system consistent with these rules, together with the transmission of a Notice of Electronic Filing from the Court, constitutes filing of the document for all purposes of the Federal Rules of Bankruptcy Procedure and the local rules of this Court, and constitutes entry of the document on the docket kept by the clerk under Fed. R. Bankr. P. 5003.

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed. Except in the case of documents first filed in paper form and subsequently submitted electronically, a document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the Court.

Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight local time where the Court is located in order to be considered timely filed that day.

(e) Entry of Court Orders. All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these rules, which will constitute entry on the docket kept by the clerk under Fed. R. Bankr. P. 5003 and 9021. All signed orders will be filed electronically by the Court or Court personnel. Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

A Filing User submitting a document electronically that requires a judge's signature must submit, at that time, a separate proposed order as an attachment to the document in the CM/ECF system. If a proposed order is being submitted by a Filing User after a document requiring a judge's signature has already been electronically filed (e.g., at the request of a judge after a hearing on the document), the proposed order shall be filed separately in the CM/ECF system unless otherwise ordered by the Court.

(f) Attachments and Exhibits. Filing Users must submit in electronic form all documents referenced as exhibits or attachments, unless the Court permits conventional filing. A Filing User may submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the Court. Excerpted material must be clearly and prominently identified as such. Filing Users who file excerpts of documents as exhibits or attachments under this rule do so without prejudice to their right to timely file additional excerpts or the complete document. Filing Users must promptly provide excerpted documents in full if a responding party makes such a request. Responding parties may timely file additional excerpts, or the complete document, if they believe they are directly germane.

(g) Sealed Documents. Documents ordered to be placed under seal must be filed conventionally, and not electronically, unless specifically authorized by the Court. A motion to file documents under seal may be filed electronically unless prohibited by law. The order of the Court authorizing the filing of documents under seal may be filed electronically unless prohibited by law. A paper copy of the order must be attached to the documents under seal and be delivered to the clerk.

(h) Documents Containing Original Signatures. If a document that is electronically filed contains an original signature under oath, other than that of the Filing User, a paper copy of a Declaration Regarding Electronic Filing must be filed with the Court within five business days. The Declaration Regarding Electronic Filing must be in the form of Local Bankruptcy Forms 5005-4A or 5005-4B, it must be signed under oath, and it must have attached to it a copy of the Notice of Electronic Filing for that document which includes the electronic document stamp. As part of the clerk's duty to maintain records, the clerk shall retain all Declarations Regarding Electronic Filing that are filed with the Court.

(i) Signatures. The user log-in and password required to submit documents to the CM/ECF system serve as the Filing User's signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed. R. Bankr. P. 9011, the Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court. Each document filed electronically must, if possible, indicate that it has been electronically filed. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

Appendix 3 Local Bankruptcy Rule, Administrative Order, and Local Bankruptcy Forms

No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

Except for documents covered by paragraph (h) of this order, documents requiring signatures of more than one party must be electronically filed either by: (1) submitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; or (3) in any other manner approved by the Court.

(j) Service of Documents by Electronic Means. Each Filing User who electronically files a pleading or other document must transmit a "Notice of Electronic Filing" to parties entitled to service or notice under the Federal Rules of Bankruptcy Procedure and these local rules. The "Notice of Electronic Filing" must be transmitted by e-mail, hand, facsimile, or by first-class mail postage prepaid. Electronic transmission by the Court of the Notice of Electronic Filing generated by the CM/ECF system will constitute service or notice of the filed document. Parties not deemed to have consented to electronic notice or service are entitled to receive a paper copy of any electronically filed pleading or other document and service or notice must be made according to the Federal Rules of Bankruptcy Procedure and the local rules.

(k) Notice of Court Orders and Judgments. Immediately upon the entry of an order or judgment in an action assigned to the CM/ECF system, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R. Bankr. P. 9022. The clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Bankruptcy Procedure.

(l) Technical Failures. A Filing User whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court pursuant to 11 U.S.C. § 105 and Fed. R. Bankr. P. 9006(b)(1), subject to the limitations of Fed. R. Bankr. P. 9006(b)(2) and (3).

(m) Public Access. Any person or organization, other than one registered as a Filing User under paragraph c of this order, may access the CM/ECF system at the Court's Internet site <<http://www.nhb.uscourts.gov>> by obtaining a PACER log-in and password. Those who have PACER access but who are not Filing Users may retrieve docket sheets and documents, but they may not file documents.

In connection with the filing of any material in an action assigned to the CM/ECF system, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically-identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

Appendix 3 Local Bankruptcy Rule, Administrative Order, and Local Bankruptcy Forms

Information posted on the CM/ECF system must not be downloaded for uses inconsistent with the privacy rights of any person.

(n) Copies to be Filed. The requirements of Local Bankruptcy Rule 5005-2 are suspended for Filing Users with respect to the number of copies of the petition, schedules, statements and lists to be filed with the Court. It is sufficient for the Filing User to electronically file the documents. No paper copies need to be filed with the Court. However, the debtor must bring a paper copy of the petition, schedules, statements and lists to the first meeting of creditors so that the trustee may use the paper copy to examine the debtor.

The requirements of Local Bankruptcy Rule 7101(c) are suspended for Filing Users with respect to filing a separate paper copy of the original pleading marked to the attention of the judge's calendar clerk. It is sufficient for the Filing User to electronically file the documents. No paper copies need to be sent to the judge's calendar clerk. However, a separate paper copy of all Chapter 11 plans and disclosure statements, including any amendments thereto, must be sent to the judge's calendar clerk. In addition, the Filing User must continue to supply red-lined copies of all amended Chapter 11 plans and disclosure statements, for the personal use of the judge, as required by Local Bankruptcy Rule 3016-1(b).

LBF 5005-4A**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

In re:

Bk. No. *-JMD or -MWV

Chapter *

*,

Debtor(s)

DECLARATION REGARDING ELECTRONIC FILING**PART 1 - Declaration of Petitioner:**

I [We] _____ and _____, the undersigned debtor(s), corporate officer or partnership member, hereby declare under penalty of perjury that the information I have given my attorney and the information contained in the electronically filed petition, statements and schedules, or amendments thereof (the "petition and schedules"), consisting of ___ pages, is true and correct, to the best of my knowledge and belief. I understand that this DECLARATION REGARDING ELECTRONIC FILING is to be filed with the Clerk after the petition and schedules have been filed electronically but, in no event, no later than 5 business days after the petition and schedules have been filed. I acknowledge receipt of a copy of the electronically filed petition and schedules.

9 [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12, or 13 of title 11 of the United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in the petition.

9 [If petitioner is a corporation, partnership or limited liability entity] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

I understand that failure to file the signed original of this DECLARATION is grounds for dismissal of my case pursuant to 11 U.S.C. § 707(a)(3).

Dated: _____

Authorized Corporate Officer/Partnership Member

Signed: _____

Debtor

Joint Debtor (*if joint case, both spouses must sign*)

Appendix 3 Local Bankruptcy Rule, Administrative Order, and Local Bankruptcy Forms

Part 2 - Declaration of Attorney:

I declare that, to the best of my knowledge, information and belief, formed after an inquiry reasonable under the circumstances, that the petition and schedules are not being presented for any improper purpose; that the claims, defenses, and other legal contentions therein are warranted and are not frivolous; that the allegations and other factual contentions have, or will have, evidentiary support; and that the denials of factual contentions are warranted. I further certify that the debtor(s) signed this Declaration and authorized me to electronically file the petition and schedules, that I gave the debtor(s) a copy of the electronically filed petition and schedules, and that the petition and schedules identified in the attached ***Notice of Electronic Filing*** from the CM/ECF system fully and accurately reflect the information given to me by the debtor(s). I have complied with all other electronic filing requirements. I have informed the individual petitioner that [he and/or she] may proceed under chapter 7, 11, 12 or 13 of title 11 of the United States Code, and have explained the relief available under each such chapter. This declaration is based upon all information of which I have knowledge.

Dated: _____

Attorney for Debtor(s)

Attach the Notice of Electronic Filing as an Exhibit.

(FILE ORIGINAL WITH COURT. DO NOT FILE ELECTRONICALLY.)

LBF 5005-4B

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

In re:

Bk. No. *-JMD or -MWV

Chapter *

*,

Debtor(s)

DECLARATION REGARDING ELECTRONIC FILING

PART 1 - Declaration of Declarant:

I[We] _____, the undersigned declarant(s), hereby declare under penalty of perjury that I have signed the document identified below and that the information contained in the electronically filed document identified below is true and correct, to the best of my knowledge and belief. I understand that this DECLARATION REGARDING ELECTRONIC FILING is to be filed with the Clerk after the document identified below has been filed electronically but, in no event, no later than 5 business days after the document has been filed. I acknowledge receipt of a copy of the electronically filed document.

PART 2 - Identification of Document:

[Name of document] dated _____, consisting of ____ pages

I understand and agree that failure to file the signed original of this DECLARATION is grounds for the Court to strike the document identified above from the record in this proceeding.

Dated: _____

Name:

Title:

(Insert acknowledgment if required)

Appendix 3 Local Bankruptcy Rule, Administrative Order, and Local Bankruptcy Forms

Part 3 - Declaration of Attorney:

I declare that, to the best of my knowledge, information and belief, formed after an inquiry reasonable under the circumstances, that the document identified above is not being presented for any improper purpose; that the allegations and other factual contentions have, or will have, evidentiary support; and that the denials of factual contentions are warranted. I further certify that the declarant signed this Declaration and authorized me to electronically file the document identified above, that I gave the declarant a copy of the electronically filed document identified above, and that the document identified in the attached ***Notice of Electronic Filing*** from the CM/ECF system is the document identified above.

Dated: _____
Name: _____

Attach the Notice of Electronic Filing as an Exhibit.

(FILE ORIGINAL WITH COURT. DO NOT FILE ELECTRONICALLY.)

<u>Revisions</u>	
<u>Date of Revision(s)</u>	<u>Page(s)</u>